



ALUMNI ASSOCIATION ALUMNAE COUNCIL

UNIVERSITY OF MICHIGAN ALUMNAE COUNCIL

POLICIES AND PROCEDURES

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I.— NAME

The name of this organization is the University of Michigan Alumnae Council of the Alumni Association of the University of Michigan, hereinafter referred to as the Alumnae Council.

II. — PURPOSE

1. This document provides standing rules used to implement the provisions of the Alumnae Council Bylaws and to furnish guidelines for Alumnae Council members, officers, and committees in the performance of their respective duties.
2. The Alumnae Council Policies and Procedures establishes rules to assure that programs and activities of member clubs shall be consistent with Alumnae Council actions and policies and supportive of its projects.

III.— MEMBER CLUBS

Membership in the Alumnae Council is extended to individuals, including current students and unaffiliated members, who support the purpose of the Alumnae Council independent of their affiliation with local clubs.

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Section A. Active Clubs

1. Are recognized by the Alumnae Council of the Alumni Association of the University of Michigan.
2. Are in conformance with the purposes and requirements of the Alumnae Council Bylaws.
3. Hold at least one meeting a year that presents a program from or about the University of Michigan.
4. Submit their bylaws and any subsequent amendments to the Alumnae Council Corresponding Secretary for review and recommendations by the Parliamentarian.
5. Are encouraged to submit to the Alumnae Council Corresponding Secretary, prior to July 1 of each year, their membership and board rosters. The membership rosters may contain contact information where available for each member. The board rosters may contain the same information as well as the position or committee responsibility for each board member.
6. Offer membership to all area alumnae/i and friends of the University of Michigan.
7. May use the name of the University of Michigan Alumnae Council only with the approval of the Alumnae Council Governing Board.

Section B. New Clubs

1. Submit proposed bylaws to the Alumnae Council Governing Board for review and recommendations by the Parliamentarian.
2. The bylaws should include the club's mission and definition of membership, and be in compliance with the University of Michigan Alumnae Council Bylaws and the Alumni Association.
3. Are encouraged to submit to the Alumnae Council Corresponding Secretary, prior to July 1 of each year, their membership and board rosters. The membership rosters may contain contact information where available for each member. The board rosters may contain the same information as well as the position or committee responsibility for each board member.
4. Will, at the recommendation of the Governing Board, have their request for membership considered for approval.

Section C. Member Clubs Wishing to Become Emeritus Clubs

1. Have been active clubs for a minimum of 25 years.
2. Can no longer meet the requirements of being an active club.
3. Submit their written request for change of status to the Alumnae Council Governing Board and are granted emerita status by the Alumnae Council Governing Board.
4. Submit an accounting of any remaining assets and their disposition to the Alumnae Council Governing Board.
5. Submit the name of a contact agent to the Alumnae Council Corresponding Secretary by July 1 of each year.
6. Are considered disbanded by the Alumnae Council Governing Board when the club can no longer designate a contact agent.

Section D. Member Clubs Electing to Dissolve

1. Notify the Alumnae Council Governing Board of their intent to dissolve the club when their members deem the club is no longer viable.
2. Retain their member status for the period of one full year while finalizing dissolution.

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3. Pay all remaining club debts by the end of the one-year waiting period and submit an accounting of any remaining assets and their disposition to the Alumnae Council Governing Board.

IV. — CLUB REPRESENTATIVES

1. Inasmuch as the Alumnae Council is the legislative and policy-making body, Club Representatives should be selected with care by their clubs to ensure that the Alumnae Council is composed of members having knowledge of the purposes and functions of the Alumnae Council.
2. It is strongly recommended that club officers and board members be included as Club Representatives.
3. Club Representatives are fully empowered delegates, free to exercise their individual judgments on matters coming before the Alumnae Council, but should be mindful of the views of their respective clubs.

V.— OFFICERS AND DUTIES

Section A. Chair

1. Presides at all meetings of the Alumnae Council, Governing Board, and Executive Committee.
2. Appoints the Chair of all committees except the Nominating Committee.
3. Appoints a Parliamentarian and an Archivist.
4. Is authorized to speak on behalf of the Alumnae Council.
5. Serves ex-officio on all committees except the Nominating Committee.
6. Oversees the preparation and distribution of Alumnae Council meeting notices and announcements with Corresponding Secretary.

Section B. Vice Chair

1. Performs the duties of Chair in the absence or disability of the Chair.
2. Reports the activities of the Executive Committee to the Alumnae Council.
3. Is expected to become Chair after completing their term as Vice-Chair.

Section C. Recording Secretary

1. Records the proceedings of all meetings of the Alumnae Council, its Governing Board, and the Executive Committee.
2. Is responsible for all internal communications of the Alumnae Council as directed.
3. Transmits the minutes in a timely fashion to the Executive Committee and to the Governing Board.
4. Maintains a list of contact information related to the Alumnae Council.

Section D. Corresponding Secretary

1. Is responsible for external communications from the Alumnae Council to its members.
2. Maintains a database of Governing Board members, Alumnae Council representatives to other boards, appointees, past presidents, board rosters of member clubs, individual Alumnae Council

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members, and anyone who would like to receive Alumnae Council mailings. (This is done in coordination with Marketing/Membership.)

3. Produces lists of Governing Board members and Committee Chairs each year as needed which are distributed to all those whose names appear on the lists and to the President of each member club.
4. Receives all communications from clubs including board rosters, membership lists, and bylaws. (These lists should, if possible, be submitted in electronic format in Word or equivalent.)
5. In coordination with the Chair, assists in the preparation and distribution of Alumnae Council meeting notices and announcements.

Section E. Treasurer

1. Prepares a budget which includes committee expenses for the fiscal year
2. Monitors the finances of the Alumnae Council, the collection of monies, and the disbursements for expenditures.
3. Secures and maintains accounts in the name of the Alumnae Council at financial institutions approved annually by the Executive Committee at its Fall Meeting.
4. Prepares periodic reports of the income, expenditures, and balances in accounts controlled by the Alumnae Council as set forth in the Treasurer's job description.
5. Provides all other reports as required by law.
6. Provides proper documentation for a financial review upon the end of their term as Treasurer.

VI.— GOVERNING BOARD

Section A. Oversight

1. Is the directive body of the Alumnae Council.
2. Determines the activities and focus of the Alumnae Council.
3. Assesses administrative fees for the operation of the Alumnae Council.
4. Approves all major actions of committees relative to the image and branding of the Alumnae Council (logos, brands, letterhead, etc.) with recommendation and under advisement of the Marketing Committee.
5. Approves new clubs.
6. Meets at least twice a year.
7. Oversees arrangements for Alumnae Council meetings.

Section B. The Executive Committee of the Governing Board

1. Exercises the power and duties of the Governing Board in the intervals between its meetings.
2. May request the resignation of any Governing Board member who has been absent without prior notification from two or more consecutive Alumnae Council Governing Board meetings.
3. Approves all expenditures in excess of \$500 that are not included in the current approved budget.

VII. — STANDING COMMITTEES

Section A. The Standing Committees of the Alumnae Council shall be:

1. Athena Award

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2. Fundraising
3. Marketing/Publicity
4. Membership
5. Nominating
6. Program
7. Scholarships
8. Service Citations

Each Standing Committee, except the Athena Committee, Service Citations, and the Nominating Committee, must be chaired by an elected member of the Governing Board or Executive Committee. All major actions of committees relative to the image and branding of the Alumnae Council (logos, brands, letterhead, etc.) should be approved by the Governing Board.

Section B. The responsibilities of the Standing Committees shall be:

1. **Athena Award Committee:** is responsible for selecting the Alumnae Council's Athena Award recipient. The Committee makes other administrative decisions regarding the selection procedure and award ceremony.
2. **Fundraising Committee:** is responsible for the Alumnae Council's annual fund raising. After considering submitted proposals, the Committee presents its recommendation to the Governing Board for Alumnae Council action at the Spring meeting for allocation of funds raised by the Committee.
3. **Marketing/Publicity Committee:** is responsible for increasing the awareness and visibility of the Alumnae Council through various mediums (i.e., print, social media, University of Michigan Alumni Association and Alumnae Council website, to name a few) and coordination with University of Michigan Alumni Association's marketing and support teams. The Committee will also help facilitate promotion of local member clubs' events and programs upon request. Reviews any Alumnae Council asset that includes its image and branding (logos, brands, letterhead, etc.) for adherence to the Alumnae Council's organizational identity standards.
4. **Membership Committee:** is responsible for maintaining and increasing the membership in the Alumnae Council and for assisting clubs to retain and increase their club membership.
5. **Nominating Committee:** is responsible for soliciting candidates for Alumnae Council appointed and elected positions and presenting a slate of nominees to the Alumnae Council at its Spring Meeting.
6. **Program Committee:** is responsible for working with the Alumnae Council Chair to help plan the Fall and Spring meetings (i.e. location, speaker, lunch menu, etc.).
7. **Scholarship Committee:** is responsible for determining the distribution of Alumnae Council scholarship funds and for reporting on the amount of funds both on deposit with the University and those distributed directly by the clubs. At least one member of the previous year's Scholarship Committee is appointed to continue to serve on the current committee to ensure continuity.
8. **Service Citations Committee:** is responsible for nominating all candidates for Alumnae Council Service Citations and for distributing eligibility requirements for this award and others granted by clubs and the Alumnae Council.

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VIII.— AD-HOC COMMITTEES

1. The Chair may appoint an ad-hoc committee(s) when/where the need arises to accomplish a specific task.
2. The Chair of the ad-hoc committee (s) will report to the Alumnae Council Chair and the Executive Committee.

IX.— ALUMNAE COUNCIL MEETINGS

1. The Chair of the Alumnae Council ensures there is a Parliamentarian for each meeting of the Governing Board and the Alumnae Council. In matters on which there has not been substantial consensus in the Governing Board meeting, both majority and minority views shall be presented at the Alumnae Council meeting.
2. Each individual and club member of the Alumnae Council, who is in attendance at an Alumnae Council meeting, has the right to cast one vote on any motion that comes before the Alumnae Council. On close votes at Alumnae Council meetings, the vote is confirmed by a roll call or written ballot.
3. A policy or procedure may be suspended at any Alumnae Council Governing Board meeting by a majority vote.
4. The Chair or Program Committee, at their discretion, may invite representatives from the administrative offices of the University and/or Alumni Association to report to the Governing Board and/or Alumnae Council at appropriate meetings.

X.— REPRESENTATIVES TO OTHER BODIES

1. Alumnae serving on the board of Henderson House are responsible for providing current bylaws of this body to the Alumnae Council.
2. Representatives to other affiliated bodies (such as the Michigan League) are responsible for preparing reports of their meetings for the Alumnae Council. These reports are given at the semi-annual (Spring and Fall) Alumnae Council meetings.

XI. — HENDERSON HOUSE

1. Henderson House operates under its own bylaws.
2. An up-to-date file on Henderson House is kept by the Alumnae Council Corresponding Secretary.
3. When requested, representatives of the Henderson House Board of Governors are nominated by the Alumnae Council.
4. The Chair of the Board of Governors of Henderson House serves as a member of the Governing Board of the Alumnae Council.

XII. — MICHIGAN LEAGUE

1. Three members of the Michigan League Board of Governors are nominated by the Alumnae Council upon request.
2. A representative of the Michigan League Board of Governors serves as a member of the Governing Board.

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XIII. — AMENDMENTS

Amendments and changes to the Alumnae Council Policies and Procedures document are made by majority vote of the Alumnae Council Governing Board.

XIV. — DISSOLUTION

1. A dissolution petition or motion may be made during a regular meeting of the Alumnae Council and go forward in the same manner as a bylaws' amendment as set forth in the University of Michigan Alumnae Council Bylaws Article XVI.
2. Following a vote to dissolve the Alumnae Council, after payment of all debts, the proceeds remaining are given to the University of Michigan, a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue code (or the corresponding provision of any future United States Internal Revenue Law) and be distributed to one or more of the following: Henderson House, the Michigan League, and/or Alumnae Council Scholarship endowment funds at the University of Michigan as determined by the Executive Committee of the Alumnae Council.

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