

ARTICLES OF ASSOCIATION

University of Michigan Club of Fort Wayne

Adopted May 1, 2007

Article One – NAME

The name of this organization is the University of Michigan Club of Fort Wayne (hereinafter referred to as “UMFW Club”).

Article Two – PURPOSE

The UMFW Club is an affiliate of, and chartered by, the Alumni Association of the University of Michigan (“AAUM”), an educational, non-profit membership organization of graduates and friends of the University of Michigan (“University”). The UMFW Club and AAUM bring alumni together in support of each other and to promote the objectives of the University through the establishment and maintenance of contact among the University, its graduates, and present and prospective students.

The UMFW Club promotes the following goals, independently of and through cooperation with the University of Michigan (the “University”) and AAUM:

- a) Foster a spirit of loyalty and fraternity among graduates of the University, as well as prospective, current and former students of the University.
- b) Sponsor and support social, educational, and charitable programs and activities for alumni of the University and their families and friends in the greater Fort Wayne area.
- c) Act as a liaison between prospective students of the University in secondary schools in the greater Fort Wayne area and students of the University.
- d) Award scholarships based on financial need and/or merit to current and prospective admitted students of the University in the Fort Wayne area.
- e) Effect united action in promoting the general welfare of the University as an educational institution.

Article Three – MEMBERSHIP

The UMFW Club 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 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 and the AAUM and who have paid current annual or life dues to AAUM.

Article Four - BOARD OF OFFICERS AND DIRECTORS

The UMFW Club shall be governed by a Board of Officers and Directors (the "Board") who are elected by the UMFW Club members at the May Scholarship Banquet, which shall also be the UMFW Club's Annual Meeting. New Officers and Directors shall be nominated annually by the Nominating Committee and presented to the Board for approval by a majority vote of the Board members present at the May board meeting.

The members of the Board shall be drawn from the membership of the UMFW Club and shall assume their term of office on June 1. The Board shall consist of the following:

- A. Four (4) Officers: President, Vice President, Secretary, Treasurer.
- B. A minimum of five (5) Directors and a maximum of thirteen (13) Directors. The Directors shall focus on the following areas of concern: Fundraising, Membership, Programs, Scholarship Awards & Student Relations, Contributing Editor, Michigan Alumni Connections ("MAC") Database Administrator, Website Administrator, Young Alumni, as well as other areas of concern that may be adopted by the Board from time to time.

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

Article Five - MEETINGS

An Annual Meeting of the UMFW Club shall be held in May of each year for the election of Officers and Directors and the awarding of scholarships. All members may attend the Annual Meeting and vote in the election of Officers and Directors. The Board will meet on the first Tuesday of each month, with the exception of January and July, for regular meetings. Additional meetings of the Board may be called when determined to be necessary by the President or a majority of the Board. Notice of the Annual Meeting shall be given by regular mail and shall be posted on the UMFW Club's website at least twenty-one (21) days prior to the Annual Meeting. Notice of additional meetings shall be provided to the members of the Board at least seven (7) days prior to any additional meeting by email and/or any other reasonable method of notice reasonably calculated to inform the Board of the meeting.

Article Six - BYLAWS

The Bylaws shall be adopted for the governance of the UMFW Club 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 where a quorum is present by a two-thirds (2/3) majority vote of the Board members present, so long as specific information about the proposed amendment(s) is presented in writing at least thirty (30) days in advance at a meeting of the Board. At a minimum, a committee of Board members appointed by the President shall review the Articles of Association and accompanying Bylaws on a biennial basis.

BYLAWS

University of Michigan Club of Fort Wayne

Adopted May 1, 2007

Section One – OFFICERS AND DIRECTORS

The UMFW Club shall be governed by a Board of Officers and Directors (hereinafter the “Board”) who are elected by the members of the UMFW Club at the Annual Meeting, scheduled for May or as soon thereafter as is practical.

Officers and Directors are required 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 approximately six weeks prior to the Annual Meeting and presented to the Board at its May meeting for approval by a majority vote of the Board members present at the May Board meeting. The nominations shall be affirmed by a majority vote of the members of the UMFW Club at the Annual Meeting.

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

- Four (4) officers: President, Vice President, Secretary, Treasurer, whose general responsibilities are listed in *Addendum A*.
- A minimum of five (5) Directors and a maximum of thirteen (13) Directors. A general description of the collective responsibilities of the Directors is listed in *Addendum B*.

Section Three - TERMS OF OFFICE FOR OFFICERS AND DIRECTORS

UMFW Club Officers are elected for a one (1) year term and may be re-elected for additional one year terms. To the extent possible, Officers should only be re-elected three (3) consecutive times for a total of four (4) consecutive years of service in a single office. This limitation is advisory only and Officers of a single office may serve more than four (4) consecutive years if it is in the best interests of the UMFW Club.

UMFW Club Directors are elected for a one (1) year term and may be re-elected for additional one year terms. To the extent possible, Directors should only be re-elected five (5) consecutive times for a total of six (6) consecutive years of service on the Board. This limitation is advisory only and Directors may serve more than six (6) consecutive years if it is in the best interests of the UMFW Club.

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 above.

If the President resigns before the end of his or her term, the Vice President shall assume the role of President, and with the 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 above.

Section Four - QUORUM AND VOTING

A quorum of the Board shall consist of three (3) Board members with at least two (2) Officers in attendance for a total of five (5) members of the Board. Action by the Board must be by majority, unless a higher level is required by another provision of the Articles of Association or the Bylaws.

Section Five – MEETINGS

The Annual Meeting of the UMFV Club shall be held at specified date, time, and location in May (or as soon as possible thereafter) each year as the Board or President may designate 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 ten (10) regular meetings of the Board each year. Additional meetings of the Board may be called when deemed necessary by the President or a majority of the Board. Notice of such meeting may be provided by email and/or any other reasonable method of notice reasonably calculated to inform the Board of the meeting, provided such notice is given at least seven days prior to said meeting.

The UMFV Club President or a quorum of the Board may hold Meetings of the Membership-at-Large by notifying the membership through regular membership communications. These meetings provide an opportunity for members to participate in developing club direction, planning and activities.

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 UMFV Club meetings.

Section Eight – BYLAWS

The Bylaws shall be adopted for the governance of the UMFV Club and may be amended at any meeting of the Board where a quorum is present by a two-thirds (2/3) majority vote of the Board members present.

ADDENDA

University of Michigan Club of Fort Wayne

Adopted May 1, 2007

ADDENDUM (A)

OFFICER AND DIRECTOR POSITIONS

Officers

The responsibilities of the UMFW Club Officers shall include, but are not limited to, the following:

- Set overall strategy for the UMFW Club
- Lead efforts to revise Articles of Association, By-Laws, and Addenda as needed

President

The President's responsibilities may include:

- Supervising and coordinating UMFW Club activities
- Calling and presiding over regular and additional meetings of the Board
- Ensuring the holding of the Annual Meeting as called for by club's bylaws
- Ensuring the completion of the UMFW Club Annual Report for the AAUM
- Appointing, with approval of a majority vote of the Board, standing or ad hoc committees for the UMFW Club and their respective chairpersons
- Serving as principal liaison with the University, the Alumni Association and other organizations

Vice President

The Vice President's responsibilities may include:

- Presiding over the UMFW Club meetings in the absence of the President
- Chairing the Nominating Committee
- Ensuring that the term limits described in the UMFW Club bylaws are adhered to by the Officers and Directors of the Board
- Leading the UMFW Club Programs Planning meeting, scheduled annually in June, 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 August Board meeting.
- Serving as a resource for the Directors who undertake the following responsibilities: Communications-Website and Data Base; Communications-Membership; Programming-Community Volunteer Service; Programming-Social Networking & Sports Events; Programming-Creative Arts and Special Events; Scholarship and Student Relations; Young Alumni 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

Secretary

The Secretary's responsibilities may include:

- Taking and distributing meeting minutes at Board and additional meetings
- Giving notice of the UMFW Club Board meetings
- Maintaining a permanent record of all UMFW Club proceedings
- Tallying votes from the Board and general membership
- Maintaining and circulating the current Articles of Association, Bylaws and Addendums of the UMFW Club
- Taking attendance at UMFW Club Meetings and UMFW Club Board meetings
- Writing text for and coordinating supplemental and other AAUM sponsored paper mailings
- Serving as a resource for the Communications- Database Administrator, Contributing Editor(s) and Web Site Administrator

Treasurer

The Treasurer's responsibilities will include:

- Transferring financial records to the incoming treasurer no later than thirty (30) days after the new treasurer's term commences

The Treasurer's responsibilities may include:

- Receiving all funds paid to the UMFW Club
- Disbursing money on properly authorized invoices
- Maintaining the permanent record of all financial matters
- Preparing a written Treasurer's report for the Board on the status of the operating and scholarship funds at least twice a year
- 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
- 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

ADDENDUM (B)

DIRECTORS

Directors' responsibilities may include:

- Serving as liaisons among the UMFW Club leadership, the membership, and the community at large
- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the UMFW Club and in volunteer identification and recruitment
- Attending Board meetings on a regular basis
- Attending club events on a regular basis
- Contributing to organization development and program planning through participation in scheduled meetings and club activities
- Providing leadership with special events, including fund raising

Directors and Officers should also allocate among themselves the following additional areas of responsibility:

Communications-Website and Data Base Administrator - Responsibilities may include:

- Managing and updating the content of the website
- Coordinating the electronic communications activities
- Updating alumni information on a regular basis
- Running queries to download alumni information
- Updating and maintaining the club's listserv for the UMFW Club

Communications-Membership - Responsibilities may include:

- Writing text for the UMFW Club website, listserv messages, monthly submissions to Regional e-TrueBlue, and submitting information for the AAUM website event calendar
- Creating and executing strategies to welcome alumni moving to the UMFW Club area;
- Planning an annual welcoming events for new members; insuring that AAUM membership materials and volunteer sign-up sheets are available at UMFW Club events

Programming-Community Volunteer Service; Programming-Social Networking & Sports Events; Programming-Creative Arts and Special Events

The responsibilities may include:

- Planning, arranging and coordinating events for the UMFW Club, including coordination with other Programming Committee Chairs regarding the schedule and the events assigned to each
- Establishing financial and operational objectives for UMFW Club events
- Determining subcommittees that best fulfill the annual programming goals of the UMFW Club
- Ensuring that the Communications Chairs are 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 attends events that are planned by the committee

Scholarship & Student Relations

The responsibilities may include:

- Assisting in the recruiting of students for the University of Michigan in liaison with the Office of Undergraduate Admissions
- Recruiting and coordinating club members for college fairs
- Recruiting volunteers for the Alumni Association's adopt-a-school program
- Developing and coordinating a "conversion" party for accepted students, and a summer student send-off reception for newly admitted students
- Disseminating scholarship information and leading the scholarship award selection process for students from the UMFW Club area
- Serving as liaison to the UM Office of Financial Aid
- Developing, along with the Board, fundraising activities for scholarships

Young Alumni

The responsibilities may include:

- Serving as a primary point of contact for initiating and responding to young alumni communications
- Assisting the Programming Committees in developing programs and events focused on engaging young alumni, including identifying young alumni to serve as volunteers for young alumni events, and scholarship and student relations events involving local high school students

Nominating Committee – Ad Hoc

The responsibilities of the Nominating Committee include:

- Developing a plan for proposing a ballot, including a timetable and application process
- Soliciting nominees for Officer and Director positions including canvassing current board members and developing strategies 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.