

BYLAWS

University of Michigan Club of Los Angeles

Adopted 21 July 2010

Section One – OFFICERS AND DIRECTORS

The UMCLA shall be governed by a Board of Officers and Directors (hereinafter the "Board") who are elected by the general membership at the August Annual Meeting.

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

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

- A. Five (5) Officers: President, Vice President, Secretary, Treasurer and, if applicable, an Immediate Past President.
- B. Eight (8) Directors/Chairs: Career, Cultural, Social, Sports, Volunteer, Membership, Scholarship and Student Relations, and Website/Communications.
- C. Up to Six (6) Directors-at-Large.

The duties and general responsibilities of Officers and Directors are specified in the accompanying Amendments. 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 elected by a majority vote of the Board members present. If the resignation happens to be the acting President, the Vice President shall assume the role of President and, 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 elected by a majority vote of the Board members present.

Section Three - TERMS OF OFFICE FOR OFFICERS

UMCLA Officers are elected for a one (1) year term and may be reelected for two (2) additional terms for a total of three (3) consecutive years of service in a single office.

Section Four - QUORUM AND VOTING

A quorum for the Board shall consist of a minimum six (6) Board members with at least one (1) Officer in attendance. Action by the Board must be by a majority of the quorum.

Section Five - MEETINGS

An Annual Meeting of the Board shall be held in August of each year for the election of Officers and Directors. All classes of members and guests can attend the Annual Meeting. There shall be at least one other meeting of the Board each year open to all members in good standing. Ideally, the Board will meet one day a month. 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 at least seven (7) days prior to the meeting.

Section Five - COMMITTEES

UMALA has four Standing Committees: (a) the Nominating Committee; (b) the Finance Committee; (c) the Programs Committee; and (d) the Scholarship & Student Relations 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 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.

A. The Nominating Committee

The ongoing strength of the UMCLA lies in the hands of the Nominating Committee. The Vice President shall chair this Committee. The Nominating Committee shall consist of the Chair, one other Board member, who is selected by the President, and the immediate Past President. The Vice President may request additional Board members for the committee. The Vice President shall, with the consultation of the President, present names to be voted on by the Board as vacancies on the Board occur during the year and to prepare a slate of nominees to serve as Officers and Directors for election prior to the Annual Meeting. An affirmation notice, with the aforesaid nominees for Directors and Officers, shall be sent to each UMCLA member with an invitation to attend the Annual Meeting.

B. The Finance Committee

The Treasurer shall chair this Committee. The duties of this Committee shall include, but not be limited to, the following:

- (1) Provide recommendations and guidance on investing the UMCLA's operating and scholarship funds; and
- (2) Recommend the monies allocated to scholarship awards for each fiscal year during the March Board Meeting.
- (3) Assist/advise the Treasurer in the preparation of the club's annual budget.

C. The Scholarship & Student Relations Committee

The Scholarship and Student Relations Chair(s), with the guidance of the Treasurer, shall oversee the functions of this Committee. The duties of this Committee shall include, but not be limited to, the following:

- (1) Review scholarship applications from candidates in the Los Angeles area and recommend to the Board the number of scholarships to award;
- (2) Select candidates to receive awards from the scholarship fund and present those candidates to the Board; and
- (3) Disseminate information regarding the University to prospective students.

D. Program Committees

The Program Committees shall meet from time to time to plan events for the UMCLA. The Program Committee shall ensure that regular and associate members are notified of events and encouraged to attend. This committee's members are encouraged to attend events; at least one representative of the committee shall be present at all UMCLA events. Current UMCLA program committees include Social, Cultural, Career Development, Sports, and Volunteer Committees.

Section Seven - 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 UMCLA meetings.

Section Eight - AMENDMENT OF BYLAWS

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

ADDENDUM

University of Michigan Club of Los Angeles

Adopted 21 July 2010

Section One - GENERAL DUTIES OF OFFICERS

President: The President shall call regular and special meetings of the Board, supervise and coordinate UMCLA activities, and ensure the holding of the Annual meeting. With a majority vote of the Board, the President may appoint standing or ad hoc committees for the UMCLA and their respective chairpersons. The President shall complete the UMCLA's Annual Report for the AAUM. The President shall serve as principal liaison with the University, the Alumni Association and other organizations. If the President fails to complete the term of office, the Vice President shall assume the Presidential responsibilities on an interim basis and a new President shall be elected by the Board at the next Annual meeting.

Vice President: The Vice President shall serve as Chair on the Nomination Committee, preside over the Board meetings in the absence of the President, and coordinate and lead initiatives to identify and recruit volunteers from outside of the Board. The Vice President shall be responsible for ensuring the term limits described herein are adhered to by the Officers and Directors of the Board. The Vice President shall serve as a resource for the Committee Chairs and participate in the associated activities as needed.

Secretary: The Secretary shall give notice of the Board meetings, maintain a record of all UMCLA proceedings, tally votes from the Board, and maintain and circulate the current Articles of Association and Bylaws of the UMCLA. The Secretary shall serve as a resource for the MAC Database Administrator and Website/Communications Chair, and participate in the associated activities as needed.

Treasurer: The Treasurer shall chair the Finance Committee and oversee its functions, receive all funds paid to the UMCLA, disburse money on properly authorized orders and oversee the appropriate investment of any substantial balances. The Treasurer shall prepare a Treasurer's Report on the status of the Operating and Scholarship funds at the Annual Meeting and all other meetings of the Board called during the fiscal year. The Treasurer shall serve as a resource for the Chair(s) of Scholarship and Student Relations, and participate in the associated activities as needed. In addition, the Treasurer shall prepare an annual budget with the assistance of the Finance Committee.

Past President: The immediate Past President shall serve as a resource for the Board, advise and participate in UMCLA business as needed, and participate on the Nominating Committee.

Section Two - GENERAL DUTIES OF DIRECTORS

The UMCLA Directors shall assist the Officers in the administration of the UMCLA. Directors shall serve as liaisons among the UMCLA leadership, the membership, and community at large as well as represent the diverse interests of the general membership. They shall assist the Officers in the administration of the UMCLA and in volunteer identification and recruitment. Directors should attend club events and Board meetings on a regular basis and contribute to the work of at least one standing or ad hoc committee

Program Chairs: The Programs Chairs shall plan, arrange, and coordinate programs, services, and events that are focused on engaging alumni and helping them maintain contact with the UMCLA. The Program Chairs shall work with the UMCLA members on the various Event Committees in establishing financial objectives of the events and programs of the UMCLA. The Programs Chair(s) shall be responsible for leading the annual Programs/Planning meeting, scheduled annually in January, where the UMCLA establishes events for the fiscal year (July 1 - June 30). The Programs Chair(s) shall work with the Website/Communications Chair to ensure that upcoming events are posted and communicated in a timely manner. The Program Chairs shall be responsible for ensuring informal feedback is collected from event participants to solicit candid and constructive criticism, advice, and comments regarding the UMCLA programs. Current Program Chairs include the Chairs of the following Event Committees:

Social Committee

Cultural Committee

Career Development Committee

Sports Committee

Volunteer Committee

Membership Chair: The Membership Chair shall keep the club leadership informed about membership growth statistics and changes in applicable membership requirements. The Membership Chair shall obtain and distribute membership materials for the AAUM to participants at events. The Membership Chair(s) shall ensure that an event welcoming new members is an annual event. With the assistance of the MAC Administrator, the Membership Chair(s) shall ensure that current postal and e-mail addresses are used in contacting members. The Membership Chair(s) shall coordinate and lead initiatives and events designed to reach-out to prospective alumni members in the Los Angeles area.

Scholarship & Student Relations Chair(s): The Scholarship & Student Relations Chair(s) shall chair the Scholarship Committee and oversee its functions, including recruiting of students for the University, facilitating a student send-off and information session, attending college nights at local high schools, recruiting volunteers for the Alumni Association's adopt-a-school program, and contacting high school guidance counselors within the Los Angeles area. The Scholarship & Student Relations Chair(s) shall coordinate prospective student receptions. The Scholarship & Student Relations Chair(s) shall also disseminate scholarship information and materials for and UMCLA awarded scholarships.

MAC Database Administration: The UMCLA will assign a designated representative to receive password-protected access to the AAUM Michigan Alumni Connections ("MAC") database to access the UMCLA's related alumni records on the database. These records include contact information such as mailing and email addresses, in addition to membership status. Subsequent to executing the University of Michigan Access and Compliance Statement and receiving mandatory data access training documents, the MAC Database Administrator shall be responsible for retrieving and compiling alumni contact information as requested by the Board. The MAC Database Administrator shall update the contact information in the MAC database as requested by the Board.

Website/Communications Chair: The UMCLA will assign a designated representative(s) to receive password-protected access to the UMCLA Website, email lists, and online document repository to manage and update on a regular basis and as requested by the Board.

Directors-at-Large: The Directors-at-Large are intended to represent diverse interests of the general membership and provide opportunities for leadership. The specific duties and expectations of Directors-at-Large include:

- (1) Regular attendance at Board meetings;
- (2) Regular attendance at UMCLA events;
- (3) Service on at least one standing or ad hoc committee; and
- (4) Providing assistance to Officers in formation and execution of UMCLA policy.