

**UNIVERSITY OF DETROIT MERCY  
ALUMNI ASSOCIATION BOARD  
CONSTITUTION**

**ALUMNI RELATIONS MISSION STATEMENT**

The mission of the University of Detroit Mercy Office of Alumni Relations is to strengthen the relationship between UDM and its alumni, while inspiring lifelong loyalty and pride through strong leadership, engaging programs and effective communications.

**ARTICLE I**

**NAME AND PURPOSE OF ALUMNI ASSOCIATION BOARD**

**Section 1.1 Name**

University of Detroit Mercy Alumni Association Board

**Section 1.2 Purpose of the Alumni Association Board**

Help the University of Detroit Mercy engage its 86,300 alumni through valuable programming and communication across all seven colleges and schools.

1. Serve as ambassadors and enlist the support of alumni and friends of the University of Detroit Mercy to advance and promote the University and its mission;
2. Provide advisory leadership and counsel on issues affecting UDM alumni and the University, specifically those related to the Office of Alumni Relations;
3. Encourage interaction among alumni, students, faculty, staff and University administration

**ARTICLE II**

**MEMBERSHIP FOR ALUMNI ASSOCIATION BOARD**

**Section 2.1 Criteria for Membership**

Candidates for the Alumni Association Board are identified through prior volunteer involvement, recommendation from Alumni Relations staff or University Administration, or recommendation from current or past board members. Candidates must be committed to the mission of the University and the Office of Alumni Relations and be willing to positively contribute their time and talent to the Board for a two (2) or three (3) year term. They should have a desire to act as conduits for increasing alumni involvement and furthering awareness of Alumni Relations among its current and future members. Candidates are also considered for their professional skills, diversity in terms of age, gender, race, creed, geographic location, ethnicity, profession, and school/college affiliation.

UDM graduates who are also current employees of the University may not hold an officer position, with the exception of the Director of Alumni Relations (or equivalent role) who serves as a voting member on the Executive Board regardless of his/her alumni status.

**Section 2.2 Emeriti Board Members**

Upon recommendation of the Executive Board (Nominating and Awards Committee), members of the

UDM Alumni Association Board who have successfully completed their term (maximum two consecutive) may be recognized as Emeriti Members. Emeriti Members may be invited to attend the Board meetings. They are not allowed to vote.

### **Section 2.3 Privileges of Membership**

Except as stated in Section 2.3, all members of the UDM Alumni Association Board shall have the rights:

1. To vote on all matters brought before the general membership of the Board for a vote;
2. To be aware of the UDM Alumni Association meetings and receive minutes and related documentation of meetings;
3. To hold office.

## **Article III**

### **ALUMNI ASSOCIATION BOARD**

#### **Section 3.1 The National Alumni Association Board**

The University of Detroit Mercy Alumni Association Board provides advice, assistance and advocacy to Alumni Relations as outlined in Section 1.2. Members are expected to participate as Board members in the following ways:

- Attend the scheduled meetings of the board (minimum of 4 per year).
- Accept leadership responsibilities by joining at least one committee and attend meetings as necessary.
- Attend and participate in all Alumni Board sponsored events and activities.
- Support the University through a gift in each fiscal year (July 1 – June 30).
- Attend University events and activities as appropriate and as requested.
- Serve as a voice for the University to the community at large.
- Serve as a resource to the Office of Alumni Relations in identifying reunion volunteers, regional contacts, potential board members and other alumni volunteers based on current needs/priorities.
- Connect with current and prospective students of the University as a role model, mentor and representative of the greater alumni body.
- Remain knowledgeable and current about University of Detroit Mercy.
- Have a solid understanding of University of Detroit Mercy's mission.

#### **Section 3.2 Members**

Members of the UDM Alumni Association Board shall be at least 10 and no more than 22 individuals. The goal of membership is to have a diverse number of alumni constituencies (representatives from each college/school).

The elective membership of the Board shall be elected by written, secret individual ballots by the current membership of the Board, after a slate of candidates for election has been nominated by the Executive Board (Nominating and Awards Committee).

Committee Chairpersons are named by the UDM Alumni Association Board Chair.

### **Section 3.3 Terms of Office**

The inaugural membership (2015-2016) shall serve terms of either two or three years. Starting 2016-2017 membership will serve terms of three years. Term of office shall run from January 1 to December 31 of the following year. Committee terms are one year, except for the Executive Board which is a two year term.

Nominations will begin in the summer/fall and elections will be held in December.

### **Section 3.4 Vacancies**

If a position is vacated, the Nominating and Awards Committee may recommend a replacement to the general membership within 45 days of the vacancy. If the Nominating and Awards Committee does not recommend a replacement within this period, the Director of Alumni Relations (or equivalent role) may nominate a replacement. The Executive Board (Nominating and Awards Committee) shall commence a vote. The term of the replacement member is limited to the term balance remaining on the vacated seat. At the conclusion of the term, the replacement Board member may renew for one additional term.

### **Section 3.5 Removal from Office**

As a condition of membership on the Board, its members agree to participate as fully as possible in the Board's work, including active service on committees and attendance at functions sponsored by Alumni Relations and the University. Board members should participate in at least two-thirds of the combined scheduled Board and committee meetings each year. In the event of excessive absences, the Secretary shall inform the Board member and request the member's recommitment to the Board.

Further matters pertaining to removal from office will be at the discretion of the Executive Board. A majority vote of the Executive Board is required to remove a member of the Board.

### **Section 3.6 Resignation**

Any member of the UDM Alumni Association Board may resign at any time by giving written notice of such resignation to the Chair of the Board.

### **Section 3.7 Returning to the Board**

Members who leave the Board in good standing may return to the Board after a minimum of two year absence from the Board, provided their nominations for a seat have been accepted and approved in accordance with Article 2; Sections 1-3.

### **Section 3.8 Compensation**

Members of the UDM Alumni Association Board serve without compensation but may be reimbursed by Alumni Relations for misc. approved expenses.

## **Article IV**

### **OFFICERS AND EXECUTIVE BOARD**

#### **Section 4.1 Executive Committee**

The officers of the Board shall be Chair, Vice Chair, Secretary, and Director of Alumni Relations. The Executive Board shall comprise the Nominating and Awards Committee and the Development Committee.

## **Section 4.2 Duties**

The general duties of the Executive Board are as follows:

1. Serve as the guiding committee of the UDM Alumni Association Board;
2. Act on behalf of the Board between meetings;
3. Meet and prepare the agenda for all Board meetings;
4. Review the Constitution of the UDM Alumni Association Board every two years and bring any proposed changes before the full membership of the Board;
5. Serve on the Nominations and Awards Committee and the Development Committee

Each officer shall participate in meetings of the UDM Alumni Association Board and the Executive Board and perform those duties described herein:

### **Section 4.21 Chair**

1. Preside over all meetings of the UDM Alumni Association Board and any Executive Committee meetings;
2. Serve as the Board's primary liaison with the Director of Alumni Relations and with the administration of University of Detroit Mercy;
3. Appoint special committees as needed

### **Section 4.22 Vice Chair**

1. Perform duties as assigned by the Chair;
2. Act as an advisor to the Chair;
3. Serve as acting Chair in the event of absence or disability of the Chair, when designated by the Chair or the Director of Alumni Relations in the event of the disability of the Chair;
4. Preside at meetings in the absence of the Chair

### **Section 4.23 Secretary**

1. Record minutes of the meetings of the Board and distribute within thirty (30) days of each meeting;
2. Record the attendance at Board meetings and work with Alumni Relations staff to ensure such information is maintained;
3. Designate an alternate who assumes the duties of Secretary at meetings for which the Secretary can not or is not present.

### **Section 4.25 Chairs of Standing Committees of the Board**

1. Participate and become extensively familiar with the activity/program which the committee supports;
2. Serve as an "ambassador" for that activity/program by encouraging and enlisting other members of the Board to participate in that activity/program;
3. Preside over all committee meetings;
4. Provide a written committee report prior to each Board meeting.

## **Section 4.3 Appointment/Election of Executive Committee**

General membership will nominate candidates for the positions of Chair, Vice Chair and Secretary.

Nominations will be collected 6-months before the end of the term.

## **ARTICLE V MEETINGS**

### **Section 5.1 Regular Meetings**

There shall be four regular meeting of the UDM Alumni Association Board. All meetings will occur in Detroit.

### **Section 5.2 Executive Committee Meetings**

The various committees, including the Executive Board (Nominating and Awards committee and Development committee) will meet at least four times a year between the general Board meetings.

### **Section 5.3 Special Meetings**

Special meetings may be called by a majority vote of the National Alumni Advisory Board or at the discretion of the Chair for the purpose of specific action that is required between scheduled Board meetings. Such meetings will be held at a time and place designated by the Board, and may be conducted in person, by telephone, web conferencing, or by another method determined to be appropriate by the Executive Board.

## **ARTICLE VI COMMITTEES**

### **Section 6.1 Standing Committees**

The UDM Alumni Association Board shall have Standing Committees to assist in the execution of its responsibilities. Each member of the Board shall be required to serve on at least one committee and each committee shall have at least three members. Standing committees include: Executive Board (Nominating and Awards and Development committees); Admission and Retention committee; Career and Professional Development committee; Alumni Activities committee. The Chair may appoint ad hoc groups, as required.

## **ARTICLE VII PROCEDURES**

### **Section 7.1 Quorum Requirements**

1. A quorum for the UDM Alumni Association Board shall be a simple majority of the total number of voting members of the UDM Alumni Association Board. A quorum of any standing or ad hoc committee shall be a simple majority of the members of that committee.

## **ARTICLE VIII CONSTITUTIONAL AMENDMENTS**

### **Section 8.1 Amendments**

Amendments of the Constitution shall require previous written notice of terms of the amendment, and the affirmative two-thirds vote of the members of the UDM Alumni Association Board. Amendments may be proposed by the Executive Board, by the signed petition of twenty-five alumni, or by the staff of Alumni Relations. Written notice of a proposed amendment must be given to the members of the UDM Alumni

association Board at least thirty days prior to the vote.