Adopted at the March 14, 1989 regular meeting of the engineering Alumni Association Board of Directors

Amendments proposed at the September 10, 1990 meeting of the Engineering Alumni Association Board of Directors.

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THE BY-LAWS OF THE ALUMNI ASSOCIATION OF THE COLLEGE OF ENGINEERING WAYNE STATE UNIVERSITY

ARTICLE I. NAME OF ORGANIZATION
This organization shall be known as the College of Engineering Alumni Association of Wayne State University.

ARTICLE II. PURPOSE
Purpose of this Association shall be:
A. To promote social and professional relationships among its members and other alumni of the university.
B. To cooperate with the administration of the University and of the College of Engineering in order to assist in the continued development of the College and its programs.
C. To foster student welfare at the College.
D. To provide a medium through which the members can participate, along with other university, educational and community organizations, in supporting and promoting projects of worth to the community, particularly those of concern to the engineering profession.

ARTICLE III. MEMBERSHIP
Active members shall consist of those persons who are dues paying members of the Wayne State University Alumni Association, who have satisfactorily completed at least one credit course in the Course of Engineering and who have indicated the desire to be a member of the College of Engineering Alumni Association on the membership application.

ARTICLE IV. OFFICERS AND TERM OF OFFICE
Section 1. The officers of this Association shall be a president, vice president, secretary, financial officer and past president.
Section 2. The officers shall be elected from among the active members
Section 3. All officers shall be elected for a one-year term.
Section 4. No one may hold the same office for more than one year.

ARTICLE V. DUTIES OF OFFICERS
Section 1. President. The president shall:
A. preside at all meetings of Association and of the Board of Directors,
B. appoint committees of the Association,
C. serve as ex-officio member of all committees without the right to vote,
D. represent the Engineering Alumni Association on the University Alumni Association and / or appoint other allocated representative(s) of the Engineering Alumni Association with consent of the Board,
E. become the past president at the election of a new president, and
F. perform other duties as pertain to the office.
Section 2. Vice President. The Vice President shall:

A. be president-elect,
B. perform the duties of the president in the absence of the president, and
C. perform such duties as the president shall delegate.

Section 3. Secretary. The secretary shall:

A. keep the minutes of the meetings of the Association and the Board of Directors,
B. conduct the correspondence of the Association and the Board of Directors,
C. notify officers of their election after the annual meeting/program, and
D. notify committee members of their appointments and furnish such records and instructions as are relevant to their functioning.

Section 4. Financial Officer. The financial officer shall:

A. approve all expenditures and receipts pertaining to the College of Engineering Alumni Association,
B. approve an itemized account of receipts and expenditures provided by the Alumni Relations office, and
C. chair Finance Committee.

Section 5. Past President. The past president shall:

A. be the president who has immediately left office,
B. provide counsel to the present president,
C. chair the Nominations Committee, and
D. perform such duties as the president shall delegate.

Section 6. Duty. Each officer shall, within fifteen days after leaving office, turn over to their successor all records books and property belonging to the Association.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Definition. The Executive Committee shall consist of the officers of Association, the Dean of the College of Engineering and/or his/her designee as ex-officio members, and the standing committee chairs.

Section 2. Duties. The Executive Committee shall meet to establish agendas for the Board of Directors, to engage in prior discussion and recommendation of action items, to review in detail the financial and membership status of the Association, and to exercise full powers of the Board of Directors, if necessary, between meetings of that Board.

Section 3. Quorum. A quorum of the Executive Committee shall be a majority of its members.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. Directors. The role of the Board is fourfold:

1. Manage the activities identified by the calendar.
2. Serve as an entrance into the Alumni Association for new or non-involved members.
3. Act as a direction setting group of select individuals to offer guidance and direction to the college, including the student body, and to interface with the corporate community on behalf of the college.
4. Serve as an available group of ambassadors for the College of Engineering.

As evident, the role of the Board is quite varied and challenging. Activities addressed during the year should support these roles.

The nature of these roles also implies a need for a group of resources with diverse cultural and professional background. The following section overviews the key issues relating to Board composition.

Section 2. Composition of the Board

Several factors should be considered as Board members are selected:

- The membership should reflect the industry mix within the area.
- Members should be recruited from all management levels.
- A good functional mix of members should be maintained.
  For example, engineering alumnae, that hold positions in marketing, finance and other business areas should be recruited, in addition to practicing engineers.

The size of the Board will vary. A core group of 10 – 16 members should serve as an executive group with primary responsibility for managing the organization.

Additional Board members can be recruited to assist with completion of special tasks.

The Dean of the College of Engineering and his/her designee (ex-officio), and the presidents of the student organizations Tau Beta Pi and the Engineering Student-Faculty Board or their designees.

Section 3. Board Member Selection

The structure of the Board allows for the selection of as many members required to complete the schedule activities. The structure also denotes two types of members: Executive and Operational.

Executive members are of the type noted in the By-Laws of the Alumni Association. These members hold membership and/or office in the organization as prescribed in the By-Laws and shall serve as the Board of Directors (Article VII).

Operational members are identified by Board Members to assist with prescribed activities. The number of assistants utilized to complete assigned responsibilities is left to the judgment of each Board Member.

The process to select candidates for either class of membership is two fold.

- Prospective members should be submitted for pre-approval at a meeting of the Board.
- A membership invitation should be extended to the pre-approved candidate.

Biographical information should be collected on each candidate using the WSUAA Board Member Date Sheet.

After approval and acceptance, several activities should be performed to acknowledge membership.

Section 4. Membership Acknowledgement

To recognize the significance of membership, a formal certification process should be utilized.

The following activities should be performed for the all new members:
1. Acknowledge membership with a letter signed by the President and Dean. Also forward a letter to the member’s Vice President.

2. Send a note to members acknowledging contribution.

3. Create certificate of membership and present at a board meeting.

4. Create three year plaque for members.

5. Conduct a ceremony on an annual basis recognizing new members and significant accomplishments.

Section 5. Membership Retention

Membership development and support are as critical as identification and selection. Several types of strategies should be employed to insure our members are active and enthusiastic about the Board activities. The focal point of this section is to outline the categories of activity types and not to specify the activities.

Three types of activities should be utilized:

Professional Development: Skill enhancement workshops; sessions on generic business issues, such as quality and service; forums on technical and managerial issues directed at target groups.

Networking: Information sharing sessions, doing business with “my” organization sessions, insider industry information, corporate overview and publishing a corporate directory of Alumni’s that are decision makers.

Social: Sessions directed at bringing the group of WSU Engineering graduates together in relaxed environments. Utilize non-conventional sessions such as golf scramble, bowling, volleyball and wallyball tournaments, wine and cheese functions parties and other social activities.

In addition to the activities sponsored, it is important to share responsibility and keep in touch with members.

Possible ways to accomplish this are:

- Notes from existing members
- Notes or calls from WSU faculty
- Pyramid solicitations for support
- Spotlight sessions where members are invited to talk about any aspect of their business.

Section 6. Terms. The term of office shall be for three years. Directors may not succeed themselves until an absence from the Board of at least one year, unless they have been filling an unexpired term. One-third of the Director’s term shall expire each year.

Section 7. Chairs. Committee chairpersons will be appointed by the president from among the members of the Board of Directors and will be expected to report to the Board on activities of their committees.

Section 8. Removal of Directors, at a duly constituted meeting, may remove a director who has missed two consecutive board meetings without having given prior notice for non attendance.

ARTICLE VIII. RELATIONSHIP WITH THE UNIVERSITY ALUMNI ASSOCIATION
Section 1. By-Laws. The by-laws of this Association shall be in accord with those of the Wayne State University Alumni Association.

Section 2. Appointment. Representation on the University Alumni Board of Directors shall be in accord with the by-laws of that Association.

ARTICLE IX. MEETINGS

Section 1. Meeting Schedule. The Executive Committee will meet monthly during the academic year. The Board of Directors will meet quarterly. The Executive Committee will not meet in the month that the Board of Directors meet.

Section 2. Membership Meetings. Special meetings of the membership may be called by the Board of Directors.

Section 3. Special Meetings. Special meetings of the membership may be called by the President or upon request of any two other elected members.

Section 4. Order of Business. The order of business of the Board of Directors meetings and of all meetings of the membership shall be:

1. Call to order;
2. Reading of minutes of Previous Meeting;
3. Report of Officers and of Committees;
4. Dean’s Report;
5. New Business;
6. Adjournment;

Section 5. Quorum. A minimum of eight members is necessary to constitute a quorum at any meeting of the Board of Directors.

ARTICLE X. NOMINATIONS

Section 1. Committee. The President shall appoint Nominations Committee which shall present a slate of one name for each office. The committee shall be chaired by the past-president. The names offered shall be qualified to serve.

Section 2. Voting. Election of officers shall be made by the Board of Directors.

Section 3. Taking Office. Those elected shall take office on September 1.

Section 4. Vacancy. In the event of a vacancy on the Board, or of an officer, the Board of Directors shall appoint and replacement to fill the vacancy for the unexpired term.

ARTICLE XI. FINANCES

Section 1. The financial officer shall chair a finance committee appointed by the president and approved by the Board.

Section 2. The finance committee shall prepare an annual budget to be approved by the Board at its first annual meeting each year.

Section 3. The finance committee shall advise the Board on fund-raising opportunities.

Section 4. The finance committee shall monitor the revenue and expenses of the Association.
ARTICLE XII. MISCELLANEOUS

Section 1, Fiscal Year. The fiscal year of this Association shall commence on the first day of October and end on the thirtieth of September in the succeeding year. Terms of office begin on September 1 and end on August 31.

Section 2. Finances. The funds of this Association shall be derived from gifts, the payments of dues and money raised by projects initiated by the Finance Committee and approved by the Board.

Section 3. Amendments. These By-Laws may be amended by a majority vote of Board of Directors at any regular or annual meeting. Robert’s Rules of Order Revised shall govern in all cases not provided for in the foregoing By-Laws.