BY-LAWS OF THE WAYNE STATE UNIVERSITY
COLLEGE OF ENGINEERING ALUMNI ASSOCIATION
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Article I. Name
This organization shall be known as the Wayne State University College of Engineering Alumni Association. This name is abbreviated herein as WSUEAA.

Article II. Purpose
The purpose of this organization 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 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 the other university, education, 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 membership 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 College 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
Section 1 Officer List
The officers of the association shall be a President, Vice President, Secretary, Financial Officer, and Past President.

Section 2 Election of Officers
The officers shall be elected from among the active members.

Section 3 Term of Officers
All officers shall be elected for a two-year term and may serve no more than five consecutive terms.
Article V. Duties of Officers

Section 1 President
The President shall:
A. Conduct all meetings of the Association and the Board of Directors,
B. Appoint committees of the Association,
C. Serve as an ex-officio member of all committees without the right to vote,
D. Represent the WSUEAA on the University Alumni Association or appoint other representatives of the WSUEAA with the consent of the Board,
E. Become the Past President at the election of a new President,
F. Attend the WSU Alumni Association (WSUAA) Constituent Presidents Council,
G. Perform other duties as they pertain to the office.

Section 2 Vice President
The Vice President shall:
A. Perform the duties of the President in the absence of the President,
B. Chair the Silent Auction Committee,
C. Bear such duties as the President shall delegate.

Section 3 Secretary
The Secretary shall:
A. Publish 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,
D. Notify committee members of their appointment and furnish such records and instructions as are relevant to their functioning,
E. Maintain an accurate up-to-date Board of Directors roster.

Section 4 Financial Officer
The Financial Officer shall:
A. Approve all expenses and receipts that pertain to the WSUEAA,
B. Approve an itemized account of receipts and expenditures provided by the Alumni Relations Office,
C. Chair the Finance Committee,
D. Allocate and perform disbursements.
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 Nomination and Awards Committees,
D. Perform such duties as the President shall delegate.

Section 6 Other Duties
Each officer shall, with in fifteen days after leaving office, turn over to their successor all records, books and property belonging to the WSUEAA.

Article VI. Executive Committee

Section 1 Definition
The Executive Committee shall consist of the officers of the Association, the Dean of the College of Engineering and/or his or 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 financial and membership status of WSUEAA and to exercise the full powers of the Board of Directors, if necessary, between meetings of the Board.

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

Article VII. Standing Committees

Section 1 Names of Standing Committees
The Standing Committees of WSUEAA shall be:
A. Nominations Committee
B. Finance Committee
C. Membership Committee
D. Mentoring Committee
E. Activities Committee
F. Awards Committee
G. EAGER Committee
H. Past Presidents Committee
I. Communications Committee
J. Silent Auction Committee

Section 2 Duties of the Standing Committees
The Standing Committees will perform their duties as directed in the Association’s By-laws and as directed by the Executive Committee, with the By-Laws taking precedence.
Article VIII. Board of Directors

Section 1 Role of the Board of Directors

A. Manage activities identified by the calendar.
B. Serve as an entrance into the Alumni Association for new or uninvolved members.
C. 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.
D. Serve as an available group of ambassadors for the College of Engineering.

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

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

Section 2 Composition of the Board of Directors

Several factors should be considered as Board of Directors members are selected:

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

The size of the Board of Directors will vary. A core group of 10-16 members should serve as a policy group with the primary responsibility for managing the organization.

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

The Dean of the College of Engineering and his/her designee (ex-officio), and the President of the student organizations; Tau Beta PI, the Engineering Student Faculty Board, and the Engineering Graduate Student Association or their designees shall also serve as non-voting members of the Board of Directors.

Section 3 Board of Directors Member Selection

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

Board members hold membership and/or office in the organization as prescribed in the By-Laws and shall serve as the Board of Directors.
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:
A. Prospective member should be submitted for pre-approval at a meeting of the Board of Directors,
B. A membership invitation should be extended by the President to the pre-approved candidate.

Biographical information should be collected on each candidate using the WSUAA Board of Directors Member Data Sheet.

After approval and acceptance, the activities defined in Section 4 should be performed to acknowledge Board of Directors membership.

Section 4 Board of Directors Membership Acknowledgement
To recognize the significance of membership, a formal certification process should be used.

The following activities should be performed for all of the new members:
A. Acknowledge membership with a letter signed by the President and the Dean,
B. Send a note to the member acknowledging contributions,
C. Create a certificate of membership and present it at a Board meeting,
D. Create a plaque for members,
E. Conduct a ceremony on an annual basis recognizing new members and significant accomplishments.

Section 5 Board Membership Retention
Membership development and support are as critical as identification and selection. Several types of strategies should be used to insure our members are active and enthusiastic about the Board of Directors 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:
A. Professional Development: for example skill enhancement workshops; sessions on generic business issues, such as quality and service; and forums on technical and managerial issues directed at the target groups.
B. Networking: for example information sharing sessions, insider industry information, a corporate overview, and publishing a corporate directory of Alumni who are decision makers.
C. Social: for example sessions directed at bringing the group of WSU College of Engineering graduates to social environments such as golf, bowling, volleyball, wine and cheese functions, and other social activities.
In addition to activities sponsored, it is important to share responsibility and to keep in touch with members. Possible ways to accomplish this are:

A. Communications from existing members,
B. Communications from WSU faculty,
C. Pyramid solicitations for support,
D. Spotlight sessions where members are invited to talk about any aspect of their business.

Section 6 Terms of Members of the Board of Directors
The term of office shall be unlimited, at the discretion of the President.

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 of Directors on activities of their committees.

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

Article IX. Relationship with the University Alumni Association

Section 1 By-Laws
The By-Laws of the Association shall be in accordance with those of the Wayne State University Alumni Association.

Section 2 Appointment
Representation on the University’s Alumni Board of Directors shall be in accord with the By-Laws of that Association.

Article X. Meetings

Section 1 Meeting Schedule
The Past Presidents Committee and the Board of Directors will meet on alternate months during the academic year. The Past Presidents committee will not meet in the same month that the Board of Directors meets.

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 the request of any two other executive members.
Section 4 Order of Business
The order business of the Board of Directors meetings and of all meetings of the membership shall be:
   A. Call to order,
   B. Reading of the minutes of the previous meeting,
   C. Report of Officers and Committees,
   D. Dean’s Report,
   E. New Business,
   F. Adjournment.

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

Article XI. Nominations
Section 1 Nominating Committee
The President shall appoint the 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
The Board of Directors shall elect the officers.

Section 3 Taking Office
Those elected shall take office on the first of September.

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

Article XII. Finances
Section 1 Chair Finance Committee
The Financial Officer may chair a finance committee appointed by the President and approved by the Board of Directors.

Section 2 Annual Budget
The Financial Officer shall prepare an annual budget to be approved by the Board of Directors at its first annual meeting each academic year, beginning September 1.

Section 3 Monitor Revenue and Expense
The Financial Officer shall monitor the revenue and expense of the Engineering Alumni Association.
Article XIII. Miscellaneous

Section 1 Fiscal Year
The fiscal year of the Engineering Alumni 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 approved by the Board of Directors.

Section 3 Amendments
These By-laws may be amended by a majority vote of the Board of Directors at any regular meeting.

Section 4 Rules of Order
Robert’s Rules of Order Revised shall govern in all cases not provided for in the foregoing By-Laws.