

BYLAWS
of the
CONSTRUCTION MANAGEMENT ALUMNI CHAPTER
at
EASTERN MICHIGAN UNIVERSITY

Article I – NAME

This organization shall be known as the Construction Management Alumni Chapter at Eastern Michigan University.

Article II – PURPOSE

The purposes of this organization are set forth as follows:

1. To cooperate with the EMU Office for Alumni Relations in promoting the interest and welfare of the university.
2. To support and promote the educational objectives of the Construction Management Program and the continued professional development of its current students and graduates.
3. To promote the professional objectives and interests of the individual members of the organization.
4. Provide a networking conduit for alumni members, students and other related professionals.

Article III – MEMBERSHIP

Section 1. **Members.** The qualifications for membership shall be:

1. Any person who has received a degree from EMU in Construction Management.
2. Any current students of the EMU Construction Management Program would be non-voting associate members of the alumni chapter.
3. Any faculty or emeritus faculty member of the EMU Construction Management Program.
4. Honorary memberships to colleagues and friends of the chapter.

Section 2. **Voting Rights.** Members shall have the right to one (1) vote at all general membership meetings on resolutions passed by the Board. Student or associate members are non-voting members and are not allowed to vote.

Section 3. **Dues.** The chapter will not require any monetary amount for dues. However, membership dues will require a continued commitment by the member to the success of the alumni chapter.

Section 4. **Contact Information.** Members shall be responsible for keeping their contact information up to date with the Alumni Relations Secretary.

Article IV – GOVERNMENT

- Section 1. **General Powers.** Its board of directors shall manage the affairs of the chapter. The Board of Directors shall consist of the President, Vice President, Secretary, Chief Financial Officer, Past President, Officers, Committee Chairs, and appointed Members-At-Large.
1. President will conduct the general business of the organization, execute the wishes of the membership, and chair the Board of Directors and general meetings.
 2. Vice President will act in the absence of the President, will oversee nomination proceedings, with two (2) other Board members, and will assist other committee chairs in fundraising and educational activities.
 3. Secretary will record the proceedings of all meetings and act as a liaison between the organization and the EMU Office of Alumni Relations.
 4. Chief Financial Officer will be responsible for budgeting, accounting, financial tracking of fundraising events and producing an annual report for the EMU Office of Alumni Relations, the Board, and the general membership.
 5. Membership Liaison Chairperson shall be the primary contact for members, shall keep a record of the names and addresses of the members and conduct correspondence between the members and the organization.
 6. CMP Liaison Chairperson shall be the primary contact for the student body of the Eastern Michigan University Construction Management Program, and shall conduct correspondence between these students and the organization.
 7. Fund Raising Chairperson will plan and implement the CMAC@EMU Annual Fund Raising Golf Outing, the primary fundraiser for this organization, and chair and/or delegate responsibilities of other fundraising activities.
 8. Industry Liaison shall be the primary contact for members and conduct correspondence between the members and the organization.
 9. Past President shall provide general leadership and guidance to the organization.
- Section 2. **Number and Tenure.** The of Board members shall be a maximum of fifteen (15). Board members shall be elected at the beginning of the fiscal year and serve for one term. A term shall consist of one year. Board members shall serve until their term expires and their successor is duly elected.
- Section 3. **Removal.** Any officer elected or appointed by the membership may be removed by a majority vote of the Board whenever, in their judgment, the best interests of the chapter would be served thereby.
- Section 4. **Vacancies.** The Board shall fill any vacancy occurring on the Board until the next meeting of the members, at which time the members shall vote to fill the position for the balance of the term.
- Section 5. **Board of Directors Meetings.** Board meetings shall be held as often as deemed necessary by the Board. Written notice stating the place, date, time, agenda and informational material for discussion at the meeting shall be given by first class mail, electronic mail, or telephone, no later than ten (10) days before any such meeting.

- Section 6. **Quorum.** A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. If less than majorities are present, a majority of those present may adjourn the meeting from time to time, without further notice.
- Section 7. **Board Decisions.** A majority vote of the Board is required to pass a resolution other than adjournment of a meeting.

Article V – MEETINGS

- Section 1. **Annual Meeting.** An annual meeting of the members shall be held at (a location to be determined) and, if possible and practical, on the campus of Eastern Michigan University, for the purpose of electing Board members and for the transaction of such other business as may come before the membership.
- Section 2. **Special Meetings.** The Board may call special meetings of the members. Such meetings shall be held at a location to be determined, and, if possible and practical, on the campus of Eastern Michigan University.
- Section 3. **Notice of Meetings.** Written notice stating the place, date and time of any meeting of members shall be given by first class mail, electronic mail, or telephone, no later than ten (10) days before any such meeting. In case of a special meeting, the purpose or purposes for which the meeting is called shall be stated in the notice.
- Section 4. **Quorum.** Four (4) Board members, including one (3) members, will constitute a quorum for the purpose of transacting business. A majority of those members present will carry a vote. If a quorum is not present at any such meeting, a majority of the members present may adjourn the meeting from time to time without further notice.

Article VI – FINANCIAL MANAGEMENT

- Section 1. **Contracts.** Any member of the Chapter, with Board authorization, may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may be general or may be confined to specific instances.
- Section 2. **Checks, Drafts, or Orders.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Chapter, shall be signed by two (2) of the four (4) designated members of the Board, and in such a manner as shall from time to time be determined by resolution of the Board.
- Section 3. **Funds.** All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, trust companies, or other depositories as the Board may select.
- Section 4. **Gifts.** The Board may accept on behalf of the Chapter any contribution, gift, bequest or device for any purpose of the Chapter.

Article VII – RECORD KEEPING

The Chapter shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board and committees. At the end of their term, retiring Board members shall immediately present to their successors any or all such records to insure continuity of recordings and routine correspondence (for) of the organization. The following, with prior coordination, may inspect all books, and records of the Chapter:

- Any member, or his/her agent or attorney
- EMU Office of Alumni Relations Staff.

Article VIII – FISCAL YEAR

The fiscal year of the Chapter shall be July 1st – June 30th.

Article IX – AMENDMENT OF THE BY-LAWS

These by-laws may be altered, amended or repealed, and the new bylaws may be adopted by a majority vote of the Board of Directors at any stated meeting provided that ten (10) days written notification has been given. A written proposal of the changes under consideration must also be sent to all members of the organization prior to the Board's vote, with fourteen (14) days notice to provide the members the opportunity to comment.

Article X – DISBAND

In the event the Chapter disbands, all records will be transferred to the EMU archives and all funds will be transferred to the John A. Weeks Endowment Fund.

The forgoing By-Laws were adopted by a majority of the elected officers and members at a meeting gathered on February 25, 2004.