



Michigan Medicine Alumni Society

Board Handbook

Office of Medical Development
and Alumni Relations

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Revised August 9, 2021

Build, connect, support the family of Medicine at Michigan

Michigan Medicine Alumni Society Board Background

The Michigan Medicine Alumni Society (MMAS) (formerly the Medical Center Alumni Society-MCAS) was organized in 1960 through cooperative efforts of the leadership of the Health System and the Alumni Association of the University of Michigan.

The Michigan Medicine Alumni Society, with more than 20,000 [plus] members, includes graduates of the Medical School, those who have trained in one of the specialty or doctoral programs, current and emeritus faculty members of the Medical School, and those who have demonstrated an interest in the welfare of the University of Michigan Health System. Membership is granted automatically; there are no membership dues.

The Michigan Medicine Alumni Society Board's primary meetings are held semi-annually, in the fall and spring, with two teleconferences scheduled in between the two semi-annual meetings. Standing committees carry on the work of the organization.

Programs supported by the Michigan Medical Alumni Society include a reunion each fall and an awards program honoring distinguished alumni and friends of the Health System. Reunions are planned for classes at five-year intervals, beginning with the fifth year after graduation.

The Alumni Society bestows five awards each year: the **Distinguished Achievement Award** which is conferred upon alumni, former or current faculty, and outstanding persons who have made distinguished achievements in their field; the **Distinguished Service Award** which honors an individual who has contributed outstanding service to the Health System, one of its units, MMAS or the health sciences; the **Distinguished Humanitarian Service Award**, which is awarded to recognize and honor distinguished humanitarian service to the welfare of humankind; the **Basic Science Research Award**, which recognizes significant contributions in medical research and discovery; and the **Early Career Distinguished Achievement Award** which is awarded to recognize and honor the distinguished achievements of alumni who have graduated from the Health System within the last 20 years. These individuals are recognized and awards are to be conferred during the annual Medical School Reunion. *(Approved addition of fifth award in Basic Science Research at April 27, 2018 meeting)*

The Alumni Society sponsors a number of initiatives to support students in the University of Michigan Medical School. These initiatives are developed by members of the Student and House Officer Support Committee in collaboration with the Office of Student Programs and the Office of Medical Development and Alumni Relations.

The presidents of the Student Council; graduate students; and House Officers Association serve as student representatives to the MMAS board. Together these three comprise a student advisory committee for the board. These students are encouraged to offer their perspectives regarding the student experience and to suggest opportunities for board services that can enhance student life.

The Alumni Society bestows three annual awards to students:

- **Michigan Medicine Alumni Society Scholarship-Service Awards:** MMAS awards \$2000 to an **M2** and **M3** student who has a record of outstanding service to the Health System, the University, or the community-at-large and have demonstrated academic excellence.

The awards are credited toward the award recipients' financial aid packets, and the certificates are presented to them at the Medical School Senior Luncheon.

- **MMAS Academic Achievement Award:** MMAS presents a \$3,000 award, on the recommendation of the faculty of the Medical School, to the M4 who has achieved the highest academic standing in the student's graduating medical class.

The money is credited toward the student's financial aid package. The award recipients are presented with a certificate at the Medical School Senior Awards Luncheon.

The Alumni Society bestows annual awards to house officers:

- The Alumni Society bestows annual awards to House Officers
- MMAS presents a \$1,000 Golden Beeper award, on the recommendation of the members of Galens, to the top two house officers who are most responsive to the needs and requests of the students and \$100 to each of the Bronze Beeper Award winners.

The checks are presented to the award recipients at the annual Galen's Smoker in conjunction with their Bronze Beeper Awards.

Board Member Responsibilities

- The main responsibilities of a member of the board of the University of Michigan, Michigan Medicine Alumni Society are to attend two board meetings, held semi-annually, in Ann Arbor, Michigan, with optional participation via virtual format for one of the meetings, and to help carry out actions and develop future plans as agreed upon by the standing committees at those semi-annual meetings.

Characteristics of potential board members include:

- A positive attitude toward the School
- Willingness to provide constructive advice to the Dean, faculty, students and staff
- Willingness to be ambassadors for the School in their community and foster a feeling of family among members around the world.
- Willingness to travel to attend semi-annual board meetings in Ann Arbor, Michigan, with optional participation via virtual format for one of the meetings.
- Willingness to participate in two conference calls in mid-winter and mid-summer.
- Willingness to support the Medical School financially.

Committee Process

Meeting Process

- Review notes from previous meeting and required action or direction of those notes
- Move through new agenda items
- Recommend action to the MMAS board when appropriate
- Consider plans, initiatives, and directions for future agendas

Role of the Committee Chair

- Manage agenda items and meeting
- Work with the Senior Director of Alumni Relations to ensure recording of actions taken at all board and standing committee meetings
- Provide oral report summary to full board

Constitution

Preamble

The name of this organization is the University of Michigan, Michigan Medicine Alumni Society.

Mission Statement

We strengthen and enhance the transformative impact of Michigan Medicine on health through the engagement and participation of our alumni and through building, connecting and supporting the family of medicine at Michigan.

Vision Statement

The vision of the Michigan Medicine Alumni Society:

1. MMAS will promote recognition of members' distinguished achievements through awards for excellence in academics, service to humanity and health equity.
2. MMAS will support sponsorship of scholarship programs.
3. MMAS will enable the connection of global Michigan Medical School alumni to the Michigan Medicine family.
4. MMAS will host social events both in-person and virtually that support our learners.
5. MMAS will respond to requests from the Dean, and the Executive Director of the Health System.
6. The Michigan Medicine Alumni Society Board strongly supports the goals for the Diversity, Equity & Inclusion Strategic Plan of the University of Michigan by committing to the following:

Diversity: We commit to increasing diversity, which is expressed in myriad forms, including race and ethnicity, color, sex, sexual orientation, gender and gender identity, gender expression, age, marital status, national origin, disability status, socioeconomic status, language, culture, religious commitments, height, weight, political perspective, or veteran status.

Equity: We commit to working actively to challenge and respond to bias, harassment and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race and ethnicity, color, sex, sexual orientation, gender and gender identity, gender expression, age, marital status, national origin, disability status, socioeconomic status, language, culture, religious commitments, height, weight, political perspective, or veteran status.

Inclusion: We commit to pursuing deliberate efforts to ensure that our campus is a place where differences are welcomed, where different perspectives are respectfully heard and where every individual feels a sense of belonging and

inclusion. We know that by building a critical mass of diverse groups on campus and creating a vibrant climate of inclusiveness, we can more effectively leverage the resources of diversity to advance our collective capabilities.

Justice: We commit to challenging both the historical roots and the existing framework of oppression and injustice in order to enhance the intellectual, social, and emotional functioning of the individual regardless of race and ethnicity, color, sex, sexual orientation, gender and gender identity, gender expression, age, marital status, national origin, disability status, socioeconomic status, language, culture, religious commitments, height, weight, political perspective, or veteran status.

Addressing these issues are critical to fulfilling our missions of conducting medical research, training the next generation of scientists, teaching the University's student body, and serving the medical school, the scientific community and the public.

By-Laws

Article I Membership

Members of the Michigan Medicine Alumni Society shall be those persons who have graduated from the Medical School or a residency or fellowship or doctoral program. Present and past members of the Medical School faculty are also members. Membership shall also include a representative from the House Officers Association and a member of the Student Council.

Article II Governing Board

The governing body of MMAS shall be the MMAS Board. The Board shall consist of an appropriate number of members as decided by the Executive Committee. There shall be representatives from graduates of the Medical School, graduates of the Residency program, and faculty members in appropriate numbers.

Nominations for Board positions may come from Michigan Medicine leadership, current Board members, or the membership at large.

The Board will also include, as voting members, the Dean of the Medical School, the Senior Director of Alumni Relations in the Office of Medical Development, and the chairs of any MMAS affiliate groups.

The Senior Director of Alumni Relations in the Office of Medical Development will serve as the Executive Director of MMAS. The executive director will have day to day managerial control of MMAS and will direct the MMAS staff in these activities.

Article III Duties of the Board

The MMAS Board will provide oversight and leadership activities for MMAS, within the framework of policies and programs established by the U-M Health System and the University Alumni Association.

The MMAS Board members will be responsible for advising the Dean of the Medical School on issues affecting MMAS members.

The MMAS Board members will work with the Executive Director and staff of MMAS on various projects assigned by the executive committee. Members will work in Task Forces designed to address the needs of the Dean of the Medical School, other senior leaders of the Medical School, the members of MMAS, the students of the Medical School and residents in training.

The MMAS Board members will vote on proposed Board members. Proposed new members should be identified to the Executive Committee. The Executive Committee will contact the proposed members to determine their interest in serving. Upon the recommendation of the Executive Committee formal nomination for membership will be offered at a meeting of the Board. Formal voting on these members will occur at the next meeting of the Board.

Article IV Officers

The Executive Committee will include the President-Elect, the President, the Immediate Past-President, and the Executive Director of MMAS.

The Executive Committee will propose a slate of candidates for the position of President-Elect of the MMAS Board. The members of the Board as a whole will vote on the candidates at the appropriate Board meeting. The individual elected will serve four one year terms, one year as President-Elect, two years as President, and one year as immediate Past-President.

The President shall preside at all Board meetings and meetings of MMAS. In the absence of the President the President-Elect will preside. In the absence of the President and the President-Elect the immediate Past-President will preside. In the absence of all three the Executive Director of MMAS will preside.

Article V Standing Committees

Executive Committee:

This committee will include the President-Elect, the President, the immediate Past-President, and the Executive Director of MMAS. It will provide leadership, direction and recommendations on policy and procedures to the MMAS Board.

Standing Committees:

Standing Committees will carry on the work of the organization.

Alumni Awards Nominating Committee:

This committee will review nominees and select candidates for Distinguished Alumni and Student Scholarship Service Awards. They will work closely with the Executive Director of MMAS and its staff to review nominations and recommend recipients of various awards given by MMAS.

Alumni Relations Committee:

This committee will promote and increase the connection with the Medical School, including M.D. Resident, Fellow, Ph.D., and Medical School graduates. This committee focuses externally on engaging and reengaging alumni of the various programs.

Student/Resident Advocacy Committee:

This committee will review student programs and determine value and how MMAS can help using various programs. For example, the HOST program, Career Dinners and programs to provide support for residents. This committee primarily focuses internally on students and learners of these various programs. (*alumni pipeline*)

Board Leadership Selection Committee:

This committee is comprised of the Executive Committee of MMAS: President, Immediate Past President, the President-Elect and the Executive Director of MMAS. They shall propose a slate of candidates for the position of President-Elect of the MMAS Board.

The Chair of each committee will report on the progress of their committee at Board meetings.

*Updated Article V to add Standing Committees:
(Criteria Revised February 22, 2021)*

Article VI Task Forces

The bulk of the work of the MMAS Board will result from the efforts of various Task Forces that are assigned on a periodic basis.

Task Forces will address the needs of the Dean of the Medical School, other senior leaders of the Medical School, the members of MMAS, the students of the Medical School and residents in training.

The Executive Committee will identify the needed Task Forces before each meeting of the Board. Board members will be allowed to request participation in Task Forces depending on interest and special talents.

The Chair of each Task Force will report on the progress of their Task Force at Board meetings. Task Forces will initially be time-limited but may be extended if work is not finished.

Article VII MMAS Academy

MMAS members who have previously served on the Board will continue to be recognized as non-voting members of the MMAS Academy. *Non-voting members, previous board members can continue on the board if they wish. Add valuable continuity and history to the meetings.*

Article VIII Board Meetings

Meetings of the MMAS Board shall be scheduled as determined by the Executive Committee.

Article IX Dues

There are no dues for membership in the Michigan Medicine Alumni Society.

Article X Procedure

Robert's Rules of Order shall govern parliamentary questions at any meeting of the Board.

Article XI Amendments to By-Laws

This Constitution may be amended by a two-thirds vote of the MMAS Board in attendance at any meeting. Amendments will be presented to the Board in writing at one meeting and voted upon at the next meeting.

Standing Practice

Governing Board

The governing body of MMAS shall be the MMAS Board and consist of an appropriate number of members as decided by the Executive Committee and shall be elected by the membership. Board appointments are for six years, consisting of three two-year terms. Future re-election to the board can occur after a period of one year during which time the member does not serve on the governing board.

Election schedule: Board elections are held at the fall and spring meetings. Appointment to the Board will be for six years consisting of three two-year terms.

The fall Board meeting will be held the Thursday before the Medical School Reunion. The spring Board meeting will be held to coincide with the student academic calendar.

Affiliate (Alumni) groups (*ref. MMAS constitution, Article VII*) may make written requests to MMAS for advisory support and/or funds for start-up costs or special activities.

Affiliate Groups

Guidelines for recognition and coordination for Affiliate Groups:

- Such groups must submit a written request for affiliation.
- Alumni Relations staff can provide advisory support.
- Financial support from MMAS is limited to start-up costs. Affiliate groups may make funding requests for special activities.
- Activities must be coordinated with appropriate staff in the Office of Medical Development and Alumni Relations.

An annual written report must be submitted to the MMAS board for review of affiliation at the spring meeting of each calendar year to give the board the summer to review affiliation and make a decision.

APPENDICES

Procedure for Slating Board Candidates for Election

The Michigan Medicine Alumni Society Board will slate candidates for election to the board as outlined in the MMAS constitution and by-laws. The governing board of the University of Michigan, Michigan Medicine Alumni Society shall consist of an appropriate number of members, as decided by the Executive Committee and shall be elected by the Board membership for an appointment of six years, consisting of three two-year terms. There shall be representatives from graduates of the Medical School, graduates of the Residency program, and faculty members in appropriate numbers. Future re-election to the board can occur after a period of one year during which time the member does not serve on the governing board.

A recommended slate of candidates will be developed as follows:

- Nominations shall be sought from the MMAS membership at-large through the *Alumni Newsletter*, on the MMAS web site, Medical School E-News, as well as the Michigan Medicine leadership, the faculty of the Medical School, Alumni Relations staff, and the members of the board. A deadline for completed nomination materials shall be set annually based on the Board's meeting schedule.
- Those nominating shall make initial contact with a candidate. The nominator(s) will also obtain and submit a cover letter supporting the nomination which includes reasons an individual is suited to the position as well as a curriculum-vitae from the candidate. These materials will be submitted to the Office of Medical Development and Alumni Relations for further qualifying of the nomination.
- A booklet (*packet*) including nominating letter(s) and background information for each candidate shall be collated for the committee. The committee booklet will be either in print or electronically. Additionally, if members of the committee are unable to attend the spring board meeting, they will be asked to submit their candidate selection preferences by mail, or e-mail, two weeks prior to the meeting for incorporation.
- A timely phone discussion from a member of the Executive Committee, or the Board Selection Committee will take place to inquire the candidate's desire to continue with final considerations for a position with the board and to outline the details of volunteer responsibilities if elected to the board.
- The Board Selection Committee shall develop a recommended slate of candidates. Each member of the Committee shall rate each candidate nominated. Committee members shall: review the list of candidates, review each candidate's letter(s) of nomination and other supporting documents. The Committee will take into consideration class year, diversity, specialty, geographic location, etc. to ensure a representative board of all alumni/ae.
- The slate presented to the entire board will consist of preferred candidates, alternates, and those not recommended. If circumstances prevent a meeting concurrent with the board meeting, a committee vote for slating candidates will be conducted by mail, or e-mail before March of that year.
- Once the slate is confirmed by the board, those selected shall be contacted by the Office of Medical Development and Alumni Relations, and their election shall be official.

- A congratulatory letter will be sent from the MMAS President following notification from the Office of Medical Development and Alumni Relations.
- Candidates who are nominated but not elected may be eligible for consideration again the following year. Letters of nomination must specify whether or not the nominations may be carried forward for a year. These nominations will constitute a pool of candidates that may be kept for consideration along with any new candidates in the future.

Awards and Nominating Committee

Purpose

The Michigan Medicine Alumni Society Awards and Nominating Committee shall, with input from the MMAS Board and the Executive Committee, review and recommend:

- nominees for membership of the board,
- nominees for the Distinguished Achievement Award,
- nominees for the Distinguished Service Award,
- nominees for the Distinguished Humanitarian Service Award,
- nominees for the Distinguished Basic Science Research Award
- nominees for the Early Career Distinguished Achievement Award, and
- applicants for the MMAS Student Scholarship-Service and Academic Achievement Awards.

In the performance of its duties in recommending candidates for membership of the MMAS Board, the Awards and Nominating Committee shall give attention to a desired diverse balance of membership in such dimensions, among others, as:

- Geographic distribution
- Class year distribution
- Specialty training distribution
- Race/ethnicity representation
- Gender representation

This committee shall identify and bring to the attention of the board issues of importance and concern to the MMAS mission in honoring and recognizing accomplishments of students, faculty, and alumni of the University of Michigan Health System. The Committee also reserves discretion to suggest to the Executive Board recognition of members of the University and friends of Michigan who have made significant contributions to their field, community, country, or humanity.

In the performance of its duties, the Awards and Nominating Committee shall determine methods for MMAS recognition of contributions to the advancement of the institution through teaching, counseling, service, research, publishing, mentoring, stewardship, scholarship, departmental, faculty and administrative affairs. The Awards and Nominating Committee shall promote awareness of the value and significance in volunteerism and the recognition of accomplishment.

Criteria for MMAS Awards

- **Distinguished Achievement Award**
- **Distinguished Service Award**
- **Distinguished Humanitarian Award**
- **Distinguished Basic Science Research Award**
- **Early Distinguished Career Achievement Award**

I. Awards

- A. A total of five Michigan Medicine Alumni Society awards shall be created to recognize and honor the contributions and achievements of alumni, former or current faculty, and outstanding persons.
- B. The Michigan Medicine Alumni Society *Distinguished Achievement Award* will be conferred upon those individuals who have contributed outstanding service and who have typified the Michigan tradition of excellence, and have brought credit to the University by their personal and professional accomplishments, and who have made distinguished achievements and significant contributions in their field, and in the science and art of medicine.
- C. The Michigan Medicine Alumni Society *Distinguished Service Award* will be conferred upon those individuals who exemplify the Michigan tradition of excellence and have brought credit to the University and their profession through their outstanding service to medicine, patient care, MMAS, or the health sciences. of medicine.
- D. The Michigan Medicine Alumni Society *Distinguished Humanitarian Award* will be conferred upon alumni, former or current faculty, and outstanding persons who have brought credit to the University and their profession through humanitarian service to the welfare of humankind.
- E. The Michigan Medicine Alumni Society *Distinguished Basic Science Research Award* will be conferred upon alumni, former or current faculty, and outstanding persons who have made significant contributions in medical research and discovery. (*Award category approved and added at the April 27, 2018 meeting*).
- F. The Michigan Medicine Alumni Society *Early Distinguished Career Achievement Award* will be conferred upon alumni, former or current faculty, and outstanding persons who have brought credit to the University and their profession through achievement in medical education, research, or patient care in the initial 20 years of the individual's career. (*Award category approved and added in 1999*)

**For the purposes of these awards, "alumni signify former medical and doctoral students, as well as residents, fellows, and faculty members.*

- G. These awards shall consist of both a medallion and a citation to be conferred during the annual Medical School Reunion.

II. Criteria

- A. The awards shall be presented to individuals who have made outstanding contributions to the Health System, the Alumni Society, or to those Health System alumni whose distinguished achievements and contributions to their fields have important implications for the missions of the Health System or the Michigan Medicine Alumni Society.
- B. An award shall not be given to a person who is currently an officer or employee of the Alumni Association, or is serving on the MMAS Board, or is a member of the Board of Regents or an officer of the University of Michigan. Although staff of the University are not usually considered, they would be considered under exceptional and merited circumstances.
- C. The awards shall be given only to a living person, but if a person dies after such an award has been conferred, it shall instead be delivered to the surviving spouse or to such next of kin as the Committee may direct.
- D. MMAS Alumni Awards shall be granted only by the affirmative vote of the majority of the MMAS Awards and Nominating Committee.

III. Process

- A. The chair of the MMAS Awards and Nominating Committee, with assistance from the Office of Medical Development and Alumni Relations, shall solicit nominations for the awards. Nominations are solicited from the dean of the Medical School, the faculty of the Medical School, the MMAS Board, and the membership at-large.
- B. Two letters of nomination shall be requested from all nominators outlining the reasons for nomination and the candidates' achievements. In addition, the letters of nomination shall specify whether the nomination can be carried forward for one year if the candidates are not selected that year. In addition to two letters of nomination, the candidate's curriculum is required.
- C. The Awards and Nominating Committee shall develop a recommended slate of candidates. Each member of the Awards and Nominating Committee shall rate each candidate nominated. Committee members shall: review the list of candidates, review each candidate's letters of nomination, curriculum vitae, and other supporting documents.
- D. The slate presented to the entire board will consist of preferred candidates, alternates, and those not recommended. If circumstances prevent a meeting concurrent with the board meeting, a committee vote for slating candidates will be conducted by mail, or e-mail.

- E. Once the slate is confirmed by the board, those chosen shall be contacted by the Office of Medical Development and Alumni Relations, and their selection shall be official.
- F. A congratulatory letter will be sent from the Michigan Medicine Alumni Society President following notification from the Office of Medical of Medical Development and Alumni Relations.
- G. Candidates who are nominated but not selected are eligible for future year's consideration. Letters of nomination must specify whether or not the nominations may be carried forward for a year, if the candidates are not selected in that year. These candidates will constitute a pool of candidates that will be kept for consideration along with any new candidates in the future.
- H. *MMAS Award recipients must be present in order to receive their award. If attendance at the Award Ceremony is not possible, their award will carry over to the following year or whenever they are able to attend.*

Student and House Officer Awards

I. Michigan Medicine Alumni Society Scholarship-Service Awards

MMAS presents a \$2,000 service award to a second and a third year medical student.

A. Criteria

1. All students in their **M2** and **M3** years of Medical School shall be eligible for the MMAS Scholarship-Service Awards.
2. Applicants shall be considered on the following basis:
 - service to the Medical School
 - service to the Health System
 - service to the University
 - service to the community at-large
 - scholarship if otherwise similarly qualified students apply

B. Procedures

1. Award applications shall be submitted to the Office of Medical Development and Alumni Relations, and the financial award and certificate of merit shall be awarded at the Senior Luncheon.
2. Nomination for the MMAS Scholarship-Service Award may be made by:
 - the executive leadership of the Medical School
 - a faculty member of the Medical School
 - a member of the Alumni Board
 - the MMAS membership at-large
 - any M2 or M3 student
 - by self-nomination

3. Every nomination shall include a nomination form and two letters of recommendation.
4. The Awards and Nominating Committee will select the MMAS Scholarship-Service Award recipients at the spring board meeting.
5. Members of the Awards and Nominating Committee will rate each candidate nominated. Committee members shall: review the list of candidates, review each candidate's application form, letters of recommendation and other supporting documents, and use the Award Selection Form to rate each candidate. On the Award Selection Form, each Committee member shall rank each nominee, according to the number of nominees, on a scale of 0 to 5, (ex., if there are five nominees) with 5 indicating the candidate of the highest merit.
6. The chair of the Awards and Nominating Committee shall report the vote to the members of the Committee. After a confirming vote by the members of the Committee, the candidate will be recommended to the board for its endorsement. A confirming vote by the board will be requested, and the award shall be confirmed by the majority vote of those members of the board who are present.
7. Once the recipients are confirmed by the board, those chosen shall be contacted by the Office of Medical Development and Alumni Relations, and their selection shall be official.
8. A congratulatory letter will be sent from the MMAS President following notification from the Office of Medical Development and Alumni Relations.

II. Michigan Medicine Alumni Society Academic Achievement Award

MMAS presents a \$3,000 award, on the recommendation of the faculty of the Medical School, to the graduating student who has achieved the highest academic standing in the student's graduating medical class. (*Criteria Revised December 16, 2003*)

III. Michigan Medicine Alumni Society Golden Beeper House Officer Award

MMAS presents a \$1,000 Golden Beeper award, on the recommendation of the members of Galens, to the top two house officers who are most responsive to the needs and requests of the students and \$100 to each of the Bronze Beeper Award winners. (*Criteria Revised March 27, 2010*)

Revised August 9, 2021