



The Detroit Partnership Constitution – as of May 2017

Name: The name of this organization is The Detroit Partnership, hereafter known as the DP.

Mission: The Detroit Partnership seeks to connect the students at the University of Michigan with Detroit-based community partners by facilitating service-learning opportunities and on-campus events.

Mandate/Aims/Functions: The DP exists in order to facilitate service-learning opportunities for volunteers in the city of Detroit. This organization is an initiative to involve a diverse student population in service, and to create sustainable partnerships between students and community groups. The DP is a resource available to the University of Michigan and greater community for active service-learning opportunities. As an organization which was founded as the Detroit Project, we constantly work to move away from our roots as a savior-like organization. The Detroit Partnership is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of The Detroit Partnership.

Affiliations: The DP is affiliated with the University of Michigan - Ann Arbor. The DP shall work with and maintain relationships with various partner organizations, schools, churches, and community groups throughout Detroit.

Funding: The DP acquires funding in several different ways: corporate sponsorship, grants, fundraising, and personal donations. DP members are in no way required to pay dues or membership fees. The DP does not have annual revenue, but merely funds that roll over to the next year's budget.

Membership:

Member: Anyone who participates in a DP weekly event is considered a member of the organization. In other words, to be a member, one must participate in a DP-sponsored event. Membership is not limited to University of Michigan students. These members are non-voting members of the DP.

Planning Team: Members must be appointed through an application and interview process. Planning Team members must complete written applications and an oral



interview in order to be placed on the Planning Team. The Directors Team will conduct these interviews. Each Planning Team member, in order to remain a member of the Planning Team, must attend weekly Planning Team meetings, contribute to a positive working environment, fulfill his/her duties as given by his/her Director, actively participate in DP events, and generally devote his/her work with the DP to the betterment of the DP and its goals.

Directors Team: The Directors Team consists of an Executive Director and eight Associate Directors. Each person may only hold one office at a time.¹

The Executive Director: This person serves as the chief officer for all of the DP and its activities. S/he represents the organization externally to all communities (both on campus and in the greater Detroit community) and generates initiatives and support for all internal issues. The Executive Director oversees all planning processes while setting the agenda and scope of weekly functions, as well as long-term objectives and plans. S/he works with all parts of the DP in order to promote the mission and goals of the DP

Associate Directors: In the absence of the Executive Director, or in the event of his/her inability or refusal to act, the Associate Directors shall perform in conjunction the duties of the Executive Director, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Executive Director. Any Associate Director shall perform such other duties when assigned to him/her by the Executive Director.

Associate Directors:

Community Directors: Community Directors will consist of School Programs Director, After-School Programs Director, and AYA (Adult and Young Adult) Programs Director. This person serves as the primary liaison between the DP and the programs to which they are assigned. This person serves to coordinate and follow through with all programs to which they are assigned. This person provides support for their coordinators and sets agendas for and facilitates their team meetings

Marketing Director: This person oversees all marketing aspects of the DP. This person works to advertise the DP and promote our programs. This includes (but is not limited to) managing all publicity/recruitment efforts, communicating with volunteers, running tabling events at student organization fairs, and coordinating flyering and other mass advertising events. This person is responsible for publicizing press releases, contacting newspapers, and recording events through interviews, pictures, and videos. This person is also responsible for developing, maintaining, and operating the DP website at www.thedetroitpartnership.org. Finally, this person sets agendas for and facilitates Marketing Team meetings with the other members of the Marketing Team.

Finance Director: This person serves to oversee all finance efforts, including acquiring



funds from all sources of funding (on-campus funding, community funding, and corporate sponsorship) and following up with all financial supporters. This person also oversees solicitations and donations from outside businesses. The Finance Director is in charge of developing and overseeing the large DP budget throughout the year, handling all account maintenance tasks (including, but not limited to, reimbursements and deposits), and keeping directors informed about financial status and opportunities. This person provides support for their coordinators and sets agendas for and facilitates Finance Team meetings.

Major Events Director: This person serves to oversee all of the major events that the DP coordinates. This primarily includes the annual One Stop Shop in the fall and DP Day in the spring. Responsibilities for this director include overseeing the planning of these events with regards to logistics, transportation, and overall execution in a manner that will most benefit the community and the volunteers. This person provides support for their coordinators and sets agendas for and facilitates Major Events Team meetings.

Internal Director: This person serves to improve the overall awareness and education of DP members. This director will promote responsible community engagement, which includes (but is not restricted to): social justice dialogues, reflection, and education. This director will lead the Internal Team to plan educational events for the Planning Team; both on-campus and in Detroit. These educational events will include (but are not limited to) discussing historical and current events in Detroit and working to raise awareness of the impact of identities on community dynamics. They are responsible for bringing a greater level of understanding to volunteers through educational orientations throughout the year and on DP Day. This person is also responsible for coordinating social events for the Planning Team as well as fostering weekly volunteer engagement with the Planning Team. This person provides support for their coordinators and sets agendas for and facilitates weekly meetings of the Internal Team.

Outreach Director: This person, leading the Outreach Team, serves to improve the DP's relationships with other organizations on and off campus and serves as the primary liaison between the DP and other organizations. This person shall be responsible for building, maintaining, and organizing the DP's relationship with other organizations including (but not limited to): Central Student Government, Semester in Detroit, the Detroit Center, and the Ginsberg Center. This person shall also be responsible for organizing events in collaboration with other groups, including (but not limited to): the Detroit SOUP, Detroit Week, and the Detroiters Speak series. This person will be in contact with Ginsberg, IGR, and other similar organizations in order to plan and facilitate workshops for Planning Team members. This person will be responsible for collaborating with the Marketing Team for the production of the monthly newsletter. This person is not responsible for monetary transactions or for fundraising



with other groups. This person provides support for their coordinators and also sets agendas for and facilitates weekly meetings of the Outreach Team.

Officers/Boards/Committees/“Teams”:

After-School Programs Team: The After-School Programs Team is led by the After-School Programs Director and is made of community coordinators. Each coordinator is responsible for planning programs with his/her corresponding organization/s and serving as a link between The DP and his/her organization/s. Each member serves a one year term. All members who wish to serve on the Brightmoor Team for the following year must reapply. The After-School Programs Team will meet once per week, or at the discretion of the After-School Programs Director and based on the needs of the team. The After-School Programs Director will schedule and facilitate After-School Programs Team meetings. The After-School Programs Director will select the coordinators for the After-School Programs Team, keeping other DP Directors suggestions and recommendations in mind. Selection is done once every winter semester of the academic year. The goal of the After-School Programs Team is to build lasting partnerships with the After-School Programs Community and organizations, as well as strengthening the existing relationships. The After-School Programs Team gives University of Michigan students the opportunity to interact with the community and work towards successful community development, with the greater goal of facilitating lasting relationships between students and residents of the city of Detroit.

Major Events Team: The Major Events Team is led by the Major Events Director and is made of several coordinators. Each member’s term is one year. All members who wish to serve on the Major Events team for the following year must reapply. This team will meet at the discretion of the Major Events Director and his or her coordinators; advised once a week (except around the time of major events, the team will likely meet more often). The Major Events Director will schedule and facilitate Major Events Team meetings. The Major Events Director, along with the recommendations of the other DP Directors, will select the coordinators of the Major Events Team. Selection is done once every winter semester of the academic year. The Major Events Team coordinates at least two large-scale events during the school year; one per semester. These events in the past have been known as the Food and Clothing Drive in the fall semester and DP Day in the winter semester. The Major Events Team is responsible for all logistics behind these events, including supplies, transportation, and organizing donations.

School Programs Team: The School Programs Team is led by the School Programs Director and is made of several coordinators. Each member’s term is one year. All members who wish to serve on the School Programs Team for the following year must reapply. This team will meet at the discretion of the School Programs Director and his or her coordinators; advised once a week. The School Programs Director will schedule



and facilitate School Programs Team meetings. The School Programs Director, along with the recommendations of the other DP Directors, will select the coordinators of the School Programs Team. Selection is done once every winter semester of the academic year. The School Programs Team is responsible for all programs related to youth in schools, such as but not limited to tutoring, special school clubs, and other in-school or after-school activities. Each School Programs coordinator will serve as a liaison between the DP and his/her school.

AYA (Adult and Young Adult) Team: This team is led by the AYA Director and is made of coordinators who are partnered with one or more adult or young adult organizations and who are responsible for planning projects and serving as a link between The DP and their organization(s). Each member's term is one year. All members who wish to serve on the AYA Team for the following year must reapply. This team will meet at the discretion of the AYA Director and his or her coordinators; advised once a week. The AYA Director will schedule and facilitate AYA team meetings. The AYA Director, along with the recommendations of the other DP Directors, will select the coordinators of the AYA team. Selection is done once every winter semester of the academic year. The AYA Team works to create and sustain partnerships with various organizations dealing with adults and young adults. This team creates opportunities for University of Michigan students and Detroit community to interact and learn from each other with the common effort of promoting community development and revitalization.

External Team: This team is led by the External Director and is made of coordinators. The members of this team function together to recruit volunteers and maintain relationships between The DP and its members, as well as effectively communicate the goals of The DP throughout Detroit and the University of Michigan campus. Each member's term is one year. All members who wish to serve on the External Team for the following year must reapply. This team will meet at the discretion of the External Director and his or her coordinators; advised once a week. The External Team will meet to plan out strategies for recruitment as well as coordinate duties between members. The External Director will schedule and facilitate External Team meetings. The External Director, along with the recommendations of the other DP Directors, will select the coordinators of the External Team. Selection is done once every winter semester of the academic year.

Finance Team: This team is led by the Finance Director and is made of coordinators. The members of this team oversee all budgetary and fund raising efforts for the DP. Each member's term is one year. All members who wish to serve on the Finance Team for the following year must reapply. This team will meet at the discretion of the Finance Director and his or her coordinators; advised once a week. The Finance Director will schedule and facilitate Finance Team meetings. The Finance Director, along with the



recommendations of the other DP Directors, will select the coordinators for the Finance Team. Selection is done once every winter semester of the academic year. The Finance Team's main responsibility is to maintain financial stability for The DP. The Finance Team is to create a budget for The DP that will be followed as closely as possible. The Finance Team must ensure that The DP is in good relations with all business contacts: Student Organization Account Services, University of Michigan, University of Michigan Political Science Department, University of Michigan Credit Union, all corporate sponsors, and any organizations that have been in contact with the DP on a financial basis. The Finance Team is required to allocate funds to each team as described by the budget created each semester.

Internal Team: This team is led by the Internal Director and is made of coordinators. The members of this team exist to educate the Planning Team and University of Michigan community on social and political issues facing Detroit. This is done by holding forums on current events and the history of Detroit. The goal of the team is to provide DP members and the general campus community with a frame of reference so that they can get the most out of their service-learning experience in Detroit. It is the responsibility of the Internal Team to plan fun, educational events such as (but not limited to) field trips, panel discussions, and informal educational/social gatherings. Each member's term is one year. All members who wish to serve on the Internal Team for the following year must reapply. This team will meet at the discretion of the Education Director and his or her coordinators; advised once a week. The Internal Director will schedule and facilitate Internal Team meetings. The Internal Director, along with the recommendations of the other DP Directors, will select the coordinators of the Internal Team. Selection is done once every winter semester of the academic year.

Selection Procedures:

Executive Director The Executive Director of The DP will be selected annually by a selection committee consisting of the current board of Directors and any interested and qualified second year planning team members. To qualify to be a part of the selection committee, one must be a second year planning team member and have shown active participation throughout the year. No member of the selection committee may be a candidate undergoing evaluation for the position or any Planning Team member who does not meet the qualifications. All applicants must complete an application and interview process. The application and interview questions and procedures will be handled by the current Executive Director. The selection committee shall select the most qualified individual to serve as Executive Director. The selection committee will try to make a unified discussion. If this is not possible, it shall go to a simple-majority vote and each member of the selection committee receive one vote. In the event of a tie, the vote of the current Executive Director shall be the tie-breaking vote.



Associate Directors The Associate Directors for the DP shall be selected annually by a selection committee composed of the newly selected Executive Director and the current directors. The application questions and procedures will be handled by the newly selected Executive Director. A director that is undergoing evaluation for a position of an associate director for the next year may not be a part of the interview and selection process for the position for which he/she is applying. However, a director that is undergoing evaluation for a position of associate director for the next year may be a part of the interview and selection process for the positions for which he/she is not applying. The selection committee shall interview and select the most qualified individual to serve as associate directors for the DP for the next year. The selection committee will try to make a unified discussion. If this is not possible, it shall go to a simple-majority vote and each member of the selection committee receive one vote. In the event of a tie, the vote of the Executive Director for the next year shall be the tie-breaking vote.

Planning Team The newly selected Executive and Associate Directors shall interview and select the Planning Team for the next year to fulfill the necessary obligations of the DP. All applicants must complete a written application and an interview. The selection of Planning Team members are discussed among the Directors Board, but selection is left to the discretion of the director for that specific team. Each Planning Team member shall hold office until his/her successor has been selected and trained.

Process for Removal of Members/Directors:

Removal of Directors: Any Director of DP in violation of DP's purpose, constitution, or who fails to fulfill their director requirements, may be removed from office by the following process:

- a) A written request sent to the Directors Board, signed by at least three members of DP
- b) Written notification to the Director of the request, asking the Director in question to be present at the next meeting and prepared to speak
- c) A three-fourths (3/4) majority vote of Planning Team members is necessary to remove the director.

Removal of Planning Team Members: Any Planning Team member of DP in violation of DP's purpose, constitution, or who fails to meet the membership requirements, may have their privileges as a member revoked through the following process:

- a) A written request by at least three members of DP must be sent to the Directors Board.
- b) Written notification to the member in question, asking the member to be present the next executive board meeting and prepared to speak.
- c) A three-fourths (3/4) majority vote of the Director's Board is necessary to



remove the member.

Vacancies: A vacancy on any team because of resignation, removal, disqualification, or otherwise, shall be filled by the Executive and/or Associate Directors until a replacement is selected. If that position cannot be fulfilled by any members of the current Planning Team, then a new member may be added to the Planning Team. The position will first be opened to people who had previously applied for that position. If the Directors Team feels that there are no qualified prior applicants, the position will become open to anyone. All potential additions to the Planning Team must complete a written application and an interview prior to their selection.

Compensation: No compensation shall be paid by The Detroit Partnership to its officers for services rendered in the course of holding office.

Voting: All content of The DP constitution must be voted on and passed by The DP Planning Team. In order to conduct a vote, two-thirds attendance is required. A two-thirds majority of the attendees is needed to pass a Constitutional amendment.

Quorum: A two-thirds majority of the Planning Team shall constitute a quorum for the transaction of business at any meeting of the Planning Team. If less than two-thirds majority of the members of the Planning Team are present at a meeting, a majority of the Directors Team may adjourn the meeting and plan to vote at the next scheduled Planning Team meeting.

Hearings and Appeals: Any who would like to take action outside of his/her described role or would like to make a formal complaint to the Directors Team may construct a written proposal or complaint. It is the member's responsibility to construct a proposal or complaint, which describes the specifics of the action that he/she would like to be taken. The member will present the proposal or complaint to his/her Director. This Director will then present the proposal to the other Directors. Depending on the proposal or complaint and whether or not the action falls under Constitutional or bylaw changes, the Directors will then make the decision as to whether or not this proposal is worthy of presenting to the entire planning team or making the decision themselves. The Executive Director of The DP will mediate discussion on both levels.

Member's proposal → Team Director's proposal → Director's Meeting ↓ → Planning Team

Meetings: The DP meets on a regular basis at three different levels: Directors, Planning Team, and individual teams.

Directors: The DP Directors will meet on a weekly basis, at a time determined by the Directors each year. The Directors will determine any time necessary to meet outside of the regularly scheduled meetings informally.



Planning Team: The DP Planning Team will meet on a weekly basis, time determined by the schedules of the Planning Team members, for at least one hour a week. The Planning Team will determine any time necessary to meet outside of the regularly scheduled meetings informally.

Individual Teams: The DP teams will meet on a regular basis outside of the Planning Team meetings as determined by the team as a whole. It is recommended to meet on a weekly basis for at least an hour each meeting.

Amendments and Ratifications: To make an amendment to the constitution of The DP, one must be an active member of the Planning Team. To make an amendment, one must draft a written outline of the amendment and bring it to the Directors Team meeting to discuss. If the draft is approved by the majority of the Directors Team, the author of the draft may compose a formal amendment either alone or with a committee of other members of the DP Planning Team. The formal, final copy of the amendment is then distributed at a DP Planning Team meeting to be further discussed. At this meeting, all members, having read and reviewed the amendment, will have time to discuss, and then vote on the ratification of the amendment. The ratification of an amendment to the constitution of The DP requires a 2/3 vote from the Planning Team.

Miscellaneous:

Budgets

At the beginning of each semester, the Finance Director is to meet with each Director to construct a thoughtful budget that clearly describes the expenses for that team. The Finance Director will then create a DP budget encompassing all teams, including general expenses that are to be used for funding purposes. It is off of this budget that the DP will base its spending.

Salaries

All positions on the DP Planning Team are unpaid.

Co-Sponsorship

The DP is sponsored by the Political Science Department at the University of Michigan. There are no dues for this sponsorship.

Contracts

All contracts are treated on a case-by-case basis.

Revenues

The DP is a non-profit organization that uses all revenues from fundraising events to support each team's expenses for the academic year. Any carry-over funds will be used for the following year's budget.