

Bryan College of Health Sciences Alumni Association By-Laws 5/2014

Article I – Purpose and Objectives

Purpose

The name of the organization shall be the Bryan College of Health Sciences Alumni Association, hereinafter, referred to as the “Alumni Association.” The Alumni Association is a non-profit organization which shall operate according to the By-Laws stipulated on these pages.

Alumni Association shall be to support the mission, vision, core values of the Bryan College of Health Sciences. The Alumni Association also serves as the tie between the College, the Alumni, and the greater community by acting as an advocate and ambassador for the College.

Objectives

1. Communicate the programs/activities of the College and the Alumni Association through the Alumni publication.
2. Provide an opportunity and a medium in which all alumni may participate.
3. Develop a nationwide network by which alumni may communicate with each other.
4. Provide opportunity for alumni involvement with the Bryan Foundation, the College and the Alumni Association.
5. Maintain a current Alumni database.
6. Sponsor fund raising activities in order to support the financial initiatives of the Bryan College of Health Sciences, Students and Alumni Association.
7. Recommend alumni for appointment to the College Board of Trustees.

Article II – Alumni Association Membership

Section 1 – Eligibility

All graduates who have received a diploma or a certificate from a program one year or greater duration from Bryan College of Health Sciences or any of its predecessor organizations shall be lifetime members of the Alumni Association and are eligible to vote and hold office.

Section 2 – Honorary Membership

Honorary membership may be conferred upon non-alumni who have rendered exemplary services to the Alumni Association according to established criteria.

Section 3 – Coordinator of Alumni Relations

The Coordinator of Alumni Relations will be an employee of the College and serve as the liaison between the Association and the College. The Coordinator will provide leadership for all matters pertaining to alumni relations and alumni events. S/he designs and implements a comprehensive program of alumni communications and activities for the purpose of maximizing alumni involvement and support. The Coordinator will be an ex-officio member of the Advisory Council and all of its subcommittees. If the Coordinator is an alumna, s/he will retain full voting privileges.

Article III - Alumni Association Meetings

Section 1 – Regularly Scheduled Meetings

Alumni Association meetings shall be held a minimum of annually. The time and place of meeting shall be published in the official Alumni Newsletter and posted on the College website at least ten days prior to the meeting. All members have the right to attend. Meetings are open to guests unless otherwise indicated in the meeting notice.

Section 2 Order of Business

The President shall establish the agenda of business. Unless otherwise expressly provided in these by-laws, meetings shall be governed by most recent version of Robert's Rules of Order. Any Alumni Association member may submit agenda items to the President. Alumni Association meetings are for the purpose of conducting regular Alumni Association business and should be utilized as the preferred process for making Alumni Association decisions.

Section 3 – Association Voting

Each member of the Alumni Association shall be entitled to one vote. Matters submitted to a vote shall be determined by a majority vote of members. Members must be present to vote; however, under special circumstances, balloting by mail, facsimile, or email may be utilized at the discretion of the President and/or the Advisory Council. A majority of votes of a voting quorum shall constitute a decision.

Section 4 – Quorum

Alumni Association members present at any meeting, but not less than 5, shall constitute a quorum.

Article IV –Advisory Council

Section 1 – Membership

The Advisory Council shall consist of 16 members, to include eight-ten (8-10) Alumni Association members, two (2) from each school/division (Nursing, Health Professions, General Education, Lincoln General School of Nursing, & Graduate Programs); two-four (2-4) at large spots; four (4) ex-officio members (Coordinator of Alumni Relations, Dean of Students, President of the College, and Bryan Foundation, Annual Fund Coordinator). The Advisory Council shall work with the Coordinator of Alumni Relations to provide guidance with respect to activities of the College and the Alumni Association. Members of the Advisory Council shall serve a term of two years. Members may serve multiple terms as elected by members of the Association. No member may serve more than three consecutive terms.

Section 2 – Nominations and Elections

No more than one-half of the advisory council positions will be up for (re-)election annually. Nominations for the Advisory Council will be through self-nomination or recommendation of current advisory council member(s). Nominations for the Council will be taken in the first and second quarters of the year. All individuals nominated will be contacted by a Council Officer. The ballot of proposed advisory council members will be presented in the official Alumni publication prior to the annual meeting. The approval of the ballot will be placed on the Annual Meeting Agenda.

Section 3 – Duties

When it is not practical or reasonable to call an Association meeting, the Advisory Council shall transact business on behalf of the Alumni Association. The Advisory Council shall have the authority to carry on the business of the Alumni Association; approve expenditures; establish rules and procedures; and approve or disapprove reports, resolutions or actions of officers and committees.

Section 4 – Meetings

The Advisory Council meetings shall be held at a minimum of four times a year for the transaction of business and the affairs of the Alumni Association. The Advisory Council members shall make every attempt to attend all scheduled meetings of the Advisory Council. The President may call additional meetings of the Advisory Council as he or she deems necessary.

Section 5 – Voting

Each member of the Advisory Council shall be entitled to one vote except that ex-officio members shall have a voice, but no vote. Should any one of the ex-officio appointees be an Alumna/Alumnus or Honorary Alumna/Alumnus, he or she shall have full voting privileges. With respect to Advisory Council decisions, votes may be cast by mail, email, facsimile or telephone conversations with the President. Five voting members for the Advisory Council will constitute a quorum. The majority vote of the quorum shall determine the outcome for the transaction of business.

Section 6 – Removal and Vacancies

The Advisory Council may remove any member of the Advisory Council by a 2/3 majority vote of the Advisory Council.

The Advisory Council may fill any vacancy that may occur on that Council by appointment of an Eligible member of the Alumni Association to serve until their successor is elected or appointed pursuant to these by-laws.

Article V –Advisory Council Officers

Section 1 – Eligibility

Any voting member of the Advisory Council is eligible for office.

Section 2 – Officers

The officers shall be President, President Elect, Secretary and Treasurer. Any member of the Advisory Council may self-nominate, following the annual election, to serve as an officer. Officers will be ratified by the Advisory Council.

Section 3 – Term of Office

The President, Secretary, and Treasurer shall serve a term of one year concurrent with their terms as Advisory Council members. The President Elect shall serve two (2) years, with the second year as the President. Officers may be re-appointed, provided they are Advisory Council members.

Section 4 – Removal and Vacancies

The Advisory Council may remove any officer by a 2/3 majority vote.

The Advisory Council may, by majority vote, fill an officer vacancy that may occur by appointing an eligible member of the Advisory Council to serve until their successor is elected pursuant to these by-laws.

Section 5 – Duties

President: The President shall

1. call, preside over and be responsible for the agenda of all general meetings of the Alumni Association.
2. appoint special committees and chairpersons when needed.
3. represent the college to the public.
4. prepare an annual report for presentation to the Alumni Association.

5. assume the duties of chairing a workgroup made up of three to five members of the Advisory Council to annually review and make suggestions regarding the By-Laws.
6. sign all documents and authorize expenditures as required.

President Elect: The President-elect shall

1. serve 2 years, with the second year as President.
2. perform the duties of the President in the absence of the President.
3. facilitate special topic section or information for alumni publication.
4. serve as chair for Alumni Events Committee.

Secretary: The Secretary shall

1. record minutes of each regularly scheduled Alumni Association and Advisory Council meetings. Minutes will be distributed to Advisory Council members. The Coordinator of Alumni Relations will post minutes on the College website for Alumni to view.

Treasurer: The Treasurer shall

1. present a financial report at each regularly scheduled meeting.
2. ensure that all accounts are reconciled at the end of every year.
3. deliver to the successor all books, accounts, or other property belonging to the Alumni Association.
4. receive and deposit funds.
5. ensure periodic audits of accounts are completed and reported to the Alumni Association.

Article VI – Committees

The Alumni Association or the Advisory Council may establish committees as deemed necessary. Committees may include:

- Historical Committee
- Alumni Events Committee
- Honor and Awards Committee
- Fund Raising Committee

The Advisory Council shall appoint the chairperson of each committee. The chairperson may select and/or recruit their own committee members. All committees shall submit reports to the Advisory Council and/or the Alumni Association including an annual written report with conclusions and recommendations.

Article VII – Procedures

Section 1 – Official Year

The official year of the Alumni Association shall coincide with the academic year of the College, August-July.

Section 2 – Amendments

Proposals to amend By-Laws may be submitted by any Alumni Association member. The Advisory Council shall have 60 days to review proposed amendments. Advisory council shall post on the College website no less than 30 days prior to the Alumni Association meeting their recommendations from the proposal. These By-Laws may be amended by a majority vote of the Alumni Association members present at a regular meeting.