



SCHOOL OF NURSING

ALUMNI ASSOCIATION BYLAWS

ARTICLE I

Section 1 This organization shall be known as the Marshall University’s School of Nursing Alumni Association.

ARTICLE II

The Marshall University’s School of Nursing Alumni Association shall:

Section1 Act as a unifying body for the Alumni of the School of Nursing

Section 2 Promote and support the good name and prestige of the School of Nursing

ARTICLE III
MEMBERSHIP

Section1 All graduates of the Marshall University’s School of Nursing are eligible to be members of the Alumni Association. The Chair of the School of Nursing shall be a permanent member of the Board of Directors and serve as Chairman of the committee for Alumni Scholarship Awards.

A. Active members shall be those who pay a yearly membership fee. These members shall have voting privileges and are eligible to hold office.

Section 2 The annual membership fee of the Association shall be \$25.00 for all members.

ARTICLE IV
OFFICERS

Section 1 The officers of the organization shall consist of: President, Vice President, Secretary, and Treasurer.

Section 2 The officers of the organization shall be elected to serve for a two-year term and may be re-elected to succeeding terms.

A. The President and Treasurer shall be elected in even years and will assume office at the beginning of the next calendar year.

B. The Vice President and Secretary shall be elected in odd years and will assume office at the beginning of the next calendar year.

C. All active members in good standing are eligible to hold office.

Section 3 Duties of the Officers:

President

- A. Preside at all meetings
- B. Call special meetings
- C. May write checks in absence of Treasurer
- D. Appoint committees not otherwise provided for in the bylaws
- E. Preside at meetings of the Board of Directors
- F. Serve as ex officio member of all committees
- G. Schedule the meeting after consultation with the Chair of the School of Nursing
- H. Prepare an agenda for meetings
- I. Serve as a member of Alumni Scholarship Committee

Vice President

- A. Perform such duties as shall be assigned by the President
- B. Carry on the duties of the President in their absence
- C. Assume the office of the President in the event they are unable to complete the term in office

Secretary

- A. Conduct the correspondence of the Association
- B. Record and read minutes of all meetings
- C. Serves as a member of Alumni Scholarship Committee
- D. Maintain custody of all books and records
- E. Preside at meetings of the Association in the absence of the President and Vice President

Treasurer

- A. Collect all dues
- B. Sign checks for payment of bills
- C. Maintain a record of all money received and expended
- D. Submit a report at each meeting
- E. Prepare the books for an annual audit at the end of the calendar year
- F. Submit a written financial report to the Board of Directors then to the members
- G. Serve as a member of Alumni Scholarship Committee.

ARTICLE V
BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of the officers of the Association, Chair of the School of Nursing and four elected members of the organization who are in good standing.

Section 2 Two board members will be elected in the even years and two elected in the odd years.

- Section 3 Duties of the Board of Directors shall be:
- A. Assist in preparation of the policies for the Association and make recommendation to the membership.
 - B. They shall be empowered to act on behalf of the Association on matters of an urgent nature.
 - C. All action taken by the Board of Directors will be reported to the membership at the annual meeting.
 - D. The Board of Directors shall serve as a liaison between the membership and the Association and the School of Nursing.

ARTICLE VI
COMMITTEES

- Section 1 There shall be two standing committees:
- A. Nominating Committee:
 - 1. The Nominating Committee shall be appointed by the President.
 - 2. The Committee shall prepare a slate of officers for each office to be filed.
 - 3. The Committee shall present the slate of officers to the membership each October for a vote.
 - B. Alumni Scholarship Committee:
 - 1. The Alumni Scholarship Committee shall consist of the President, Secretary, Treasurer, and Chair of the School of Nursing.
 - 2. The Committee shall be responsible for selection of the student(s) to receive the scholarship award(s).

ARTICLE VII
MEETINGS AND QUORUM

- Section 1 There shall be at least two meetings annually for the Board of Directors. Additional meetings shall be called at the discretion of the President.
- Section 2 A quorum for the Board of Directors shall consist of no less than five (5) members with a minimum of two (2) officers included in this number.
- Section 3 Active members of the alumni organization shall be the voting body. A quorum will consist of the simple majority (50% +1) of the active members present.

ARTICLE VIII
MEETING OF ORGANIZATION

- Section 1 Annual meetings will be held in October.
- Section 2 Elected members will be voted on at this time.
- Section 3 Newly elected members will take office in January of the following year.
- Section 4 Membership dues will be collected in December

ARTICLE IX
FUNDS AND FINANCE

- Section 1 Source of funds shall be annual membership dues, special gifts, donations, and fund-raisers.
- Section 2 Annually, The Association shall recognize and make awards to graduating students of the Marshall University School of Nursing in each of the following categories:
- A. Spirit of Nursing- Pre-licensure program
 - B. Scholastic Achievement- BSN program
 - C. Scholastic Achievement- Graduate program
- Section 3 In the event of the termination of the Marshall University School of Nursing Alumni Association, the financial assets will be donated to the Marshall University School of Nursing Foundation Fund.

ARTICLE X
PARLIAMETARY PROCEDURE

- Section 1 For procedures not covered in bylaws of this Association, the most current edition of Roberts' Rule of Order, Modern Edition shall be the authority.

ARTICLE XI
AMMENDMENTS

- Section 1 A. Bylaws may be amended or repealed a meeting by the two-thirds vote of the members present, provided members have been notified prior to meeting.

- Section 2
- B. Amendments may be proposed by any active Association member.
 - C. All proposed amendments shall be submitted in writing for review by the Board of Director of the Association.