DUQUESNE UNIVERSITY SCHOOL OF NURSING
ALUMNI ASSOCIATION BYLAWS

8/9/16
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Article I
Name

The name of the organization shall be Duquesne University School of Nursing Alumni Association.

Article II
Mission and Bylaws

The mission of the Duquesne University School of Nursing Alumni Association shall be, through its volunteer structure, to foster a mutually beneficial relationship between the nursing alumni of Duquesne University and the School of Nursing. Accordingly, the Alumni Association desires to:

- Establish a lifelong relationship with its alumni
- Promote interaction with and among its alumni
- Highlight the achievements of its alumni
- Promote the profession of nursing
- Provide alumni with rewarding opportunities to participate in current activities of the School of Nursing and contribute to the continued growth and development of the University, the School of Nursing, its faculty and its students.
- Work in partnership with the Dean of Nursing to support students and other initiatives of the School of Nursing.

The bylaws of the Duquesne University Nursing Alumni Association shall reflect those of the Duquesne University Alumni Association and the Board of Trustees of Duquesne University.

Article III
Membership

Section 1 There are three (3) classes of membership:

a. Full voting members are those who have graduated and hold a degree from Duquesne University School of Nursing.
b. Honorary members are those who have received an honorary degree from Duquesne University School of Nursing.
c. Honorary members also include all past and present Deans of the School of Nursing.

Section 2 All membership categories are entitled to the same rights and privileges. Honorary members are not eligible to vote and/or to hold office.
Section 3  Full voting members shall be assessed annual dues.

Section 4  The membership year will be from July 1 to June 30 of the following year.

Article IV
Meetings

Section 1  There shall be a minimum of six (6) Alumni Association meetings each calendar year. All meetings shall be open to all members of the Alumni Association. A Calendar of scheduled meetings will be posted on the School of Nursing Alumni Association website.

Section 2  Special meetings may be called at the discretion of the president or a majority of the Board. Notification of any special meeting will be sent to all members at least one week in advance and include the purpose of the called meeting.

Section 3  Quorum
A quorum shall be defined as fifty-one (51) percent of Board members in Attendance at any called meeting.

Article V
Board of Directors

Section 1  Management
The business and affairs of the Nursing Alumni Association shall be the Responsibility of the Board of Directors.

Section 2  Members of the Board
Members of the Board of Directors shall consist of:
- Officers of the Board of Directors
- Elected Board members
- Dean of the School of Nursing or designee

Section 3  Officers
Officers of the Board of Directors shall consist of:
- President
- Immediate Past President
- President-elect
- Secretary
- Treasurer
Section 4  Voting
The Board of directors shall consist of both voting and non-voting members. Voting members of the Board include all members of the Board with the exception of:
   a. Honorary members
   b. Dean of School or designee

Section 5  Election and Appointment of Officers and Board Members
The treasurer and Board members shall be elected in the fall of odd-numbered years. The President-elect, secretary and board members shall be elected in the fall of Even-numbered years.
   a. The President-elect shall serve for a period of one (1) year prior to assuming assuming the presidency for two (2) years.

Section 6  Electoral Procedures
   a. A ballot submitted by the Nominating Committee and approved by the Board shall be distributed electronically or via USPS to alumni members forty-five (45) days prior to the annual meeting in October.
   b. All ballots must be received by the Board either electronically or via USPS fifteen (15) days prior to the annual meeting.
   c. New officers and board members shall be announced at the first meeting following the election.

Section 7  Terms of Office
All officers assume their duties immediately after the election. Officers serve a Period of two (2) years and may not serve longer than two (2) successive terms in the same office. The exception if the President who serves one (1)-two year term.

Section 8  Vacancies
Vacancies among officers shall be filled by a majority vote of the Board from a slate submitted by the Nominating Committee. Persons so elected shall serve until the expiration of the original term of the vacated position.

Section 9  Resignation
Each June, the President of the Board shall poll Board members to determine Those Board members who will not be returning the next year. Any vacancies Shall then be filled in the next election.

Section 10  Responsibilities
   a. The President or President-elect shall preside at all meetings of the Nursing Alumni Association, and the Board of Directors shall provide reports
As requested. The President shall appoint committee chairpersons, and may appoint persons to the Board in order to meet a special need.

b. The President-elect shall assist in coordinating and planning functions of the Nursing Alumni Association, and shall become President of the Board at the Conclusion of the term of the current president. In the absence of the President, the President-elect shall perform other duties as directed by the Board of Directors.

c. The Treasurer shall be responsible for the billing and recording of dues and other Nursing Alumni funds and shall provide a written report to the Board at each meeting. The Treasurer shall also prepare and submit an annual budget to the Executive Board at the May/June meeting, including projected income and expenditures for the upcoming fiscal year.

d. The Secretary shall see that the minutes of the Board are recorded and distributed ten (10) days after each meeting, and shall be responsible for general correspondence and other assignments as necessary.

e. The Immediate past-President shall act as presidential advisor to the Board, as well as mentor to the current President.

f. All Board members are expected to serve on two (2) committees.

Article VI
Standing Committees

Section 1 Committees
There shall be the following standing committees:

a. Executive Committee
   This committee, comprised of the Officers and Chairpersons of each Standing Committee, shall meet annually to review and revise as needed, the strategic plan, budget, and bylaws of the association.

b. Nominating Committee
   This committee shall prepare an election slate that consists of at least one (1) nominee for each office to be filled, as well as a short biography of each nominee to be included on the ballot. This slate of candidates shall be submitted to the Board no later than August 15.
c. Public Relations Committee
   This committee shall be responsible for:
   1. creating timely content and updating of the Nursing Alumni website in accordance with university guidelines
   2. providing pertinent articles for the alumni section of the School of Nursing online newsletter(s) and annual magazine.
   3. Developing a schedule and content for periodic communication with membership.

d. Membership Committee
   This committee shall oversee membership growth and coordinate annual membership drive/renewals.

e. Program Committee
   This committee shall increase alumni involvement through events and Activities developed and/or sponsored by the Nursing Alumni Association or Cooperation with other professional organizations and/or University Alumni

f. Archives Committee
   This committee shall be responsible for the collection, organization and Preservation of significant memorabilia reflective of the history of the Nursing Alumni Association and the School of Nursing, as well as development of the Guidelines and organizational system to accomplish this.

g. Mentoring Committee
   This committee shall provide holistic guidance and assistance to nursing students and young alumni for general or specific professional development Pursuits.

Article VII

Parliamentary Authority
Robert’s Rules of Order is the authority in all question pertaining to parliamentary law not covered by these bylaws.

Article VIII
Amendments

These Bylaws may be amended by a majority vote of those members present at the Meeting during which Bylaws ae presented, provided that the membership has been Notified of the proposed revisions at least 45 days prior to the meeting. Amendments without previous notice require a ninety (90) percent vote.
Initiated Draft #1: January 29, 1985
Initiated Draft #2: March 7, 1985
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Amended: February 18, 1988
Amended: October 13, 1988
Amended: August 24, 1993

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