

BY LAWS
UNIVERSITY OF MARYLAND
SCHOOL OF NURSING ALUMNI ASSOCIATION

ARTICLE I NAME

Section 1. The name of the organization is the University of Maryland School of Nursing Alumni Association (“the Association”).

Section 2. The Association is a part of the University of Maryland School of Nursing (“the School”).

Section 3. The Association is organized and operates as an Internal Alumni Association as recognized by the University System of Maryland (“USM”) Policy IX-4.00 (approved August 27, 1993).

ARTICLE II MISSION

The mission of the Association is to foster and promote the general welfare of the School by:

- Providing opportunities for alumni to maintain and expand their relationship with the School
- Providing educational, service, and cultural activities for the benefit of the School, alumni, and the surrounding community
- Serving as a resource for alumni, current students, and faculty
- Advocating for the public and private support for the benefit of the School

ARTICLE III MEMBERSHIP

Section 1. Membership in the Association is automatic consisting of all individuals who have received a diploma in nursing (DIN), a baccalaureate degree, or a graduate degree through the School.

Section 2. Ex officio members of the Association are the Dean of the School, the Associate Dean for Development and Alumni Relations, and the Associate Director of Alumni Relations of the School.

Section 3. Honorary Membership may be conferred on those individuals who are not alumni but have demonstrated distinguished service or provided valuable assistance to the nursing profession or the School. Any member of the Association may submit a name(s) of

candidates to the Office of Development and Alumni Relations (ODAR) for consideration by the Alumni Council.

ARTICLE IV ASSOCIATION OFFICERS

Section 1. The officers of the Association are the President, immediate-past President, President-elect, Vice President, and Communication Liaison.

Section 2. The term of office for the President, Vice President, and Communication Liaison is two years. No officer shall serve more than two consecutive terms in the same office.

The term of office for the immediate-past President and President-elect is one year. In any given year there will be either an immediate-past president or a President-Elect.

Section 3. A vacancy occurring for any reason with the Association's officers will be filled for the unexpired term by majority vote of the Alumni Council (advisory body, see Article V) by email. In the interim, the President may name an officer pro tem.

Section 4. The President will perform all duties fitting and proper for the office including acting as a spokesperson for the Association. The responsibilities of the President include:

- Preside at all Association meetings
- Serve as Emcee for the annual reunion program
- Welcome new graduates to the Association at commencement
- Serve on the Board of Visitors (BOV) as a liaison between the BOV and the Association
- Other duties that may be assigned by the Dean of the School or the ODAR.

If the President is unable to fulfill these duties, he/she may delegate to the immediate-past President, President-elect or Vice President as follows:

- Association meeting: Immediate-past President or President-elect
- Reunion program: Immediate-past President (if in office) or Vice President
- Commencement: Immediate-past President or President-elect
- Board of Visitors: Vice President

- Section 5. The Immediate-past President will serve in an advisory capacity for the President, attend Association meetings, and will also be responsible for other duties delegated by the President (see Section 4).
- Section 6. The President-elect will attend the same alumni events with the President as listed above, to the extent they are able, in order to gain an understanding of the President's role. The President-elect will also be responsible for other duties delegated by the President (see Section 4).
- Section 7. The Vice President will attend Association meetings, serve as Reunion program liaison, provide oversight for the Regional Outreach Program, and be responsible for other duties delegated by the President (see Section 4).
- Section 8. The Communication Liaison:
- Records the minutes of the Association's meetings
 - Coordinates communication initiatives between the ODAR, members of the Association, and current students
 - Monitors and makes recommendations for the Alumni portion of the School's website.
- Section 9. The Association Officers will attend Alumni and School Events to the extent possible including, but not limited to:
- Reunions
 - Founder's Gala
 - Donor Appreciation events
 - Professional education events
 - Student/alumni events
 - Outreach events
 - Other events or activities requested by the Dean of the School or the ODAR.

ARTICLE V ALUMNI COUNCIL

- Section 1. The Alumni Council is the advisory body of the Association providing recommendations to the ODAR.
- Section 2. The Alumni Council is responsible for recommending to the ODAR programs and services to benefit the Association.
- Section 3. The Alumni Council consists of: (a) the Association's officers; (b) members-at-large (no less than 10, no more than 30); (c) ex officio members. Ex officio members are: the President of the Nursing Student Government Association (NSGA), the President of the

Graduates Nursing Association (GNA), the Dean, the Associate Dean for Development and Alumni Relations, and the Associate Director of Alumni Relations.

Section 4. Alumni Council members-at-large serve for terms of two years. No member-at-large shall serve more than four consecutive terms. Members-at-large will participate on a committee and will attend Alumni and School events to the extent possible as outlined in Article IV Section 9.

ARTICLE VI NOMINATION AND ELECTION OF ALUMNI ASSOCIATION OFFICERS AND ALUMNI COUNCIL MEMBERS-AT-LARGE

Section 1. The Executive Committee (see Article VIII) will appoint a Nominating Committee to nominate candidates for officers and Alumni Council members-at-large.

Section 2. Potential candidates drawn from the Alumni Association membership will be recommended to the Nominating Committee by the Alumni Council. Election of officers and Alumni Council members-at-large will be by the Alumni Council. Candidates will be elected by a majority of votes cast by the Alumni Council.

Section 3. Elections may be held at any time via email in order to fill vacant officer positions or elect new members-at-large to the Alumni Council.

ARTICLE VII ALUMNI COUNCIL MEETINGS

Section 1. There will be two face-to-face Alumni Council meetings per year based on the fiscal year of the School; July 1 through June 30. Additional meetings may be called as deemed necessary by the Executive Committee.

Section 2. Notice of regularly scheduled Alumni Council meetings will be provided to all members of the Alumni Council via email at least 21 days prior to the scheduled meeting. Special meetings require 5 days' notice.

Section 3. At the discretion of the President, special guests may be invited to attend Alumni Council meetings.

ARTICLE VIII ALUMNI COUNCIL STANDING COMMITTEES

Section 1. Standing Committees of the Alumni Council are:

- Executive Committee
- Nominating Committee
- Career Advisory Committee
- Recent Graduate Committee
- Regional Outreach Committee

- Section 2. Only members of a committee shall have voting privileges at a committee meeting.
- Section 3. With the exception of the Executive Committee, the chair and members of each committee shall be appointed annually by the Executive Committee and may include Association members who are not members of the Alumni Council.
- Section 4. Associate Dean for Development and Alumni Relations and the Associate Director of Alumni Relations are ex officio members of all committees and will serve as liaisons to the Dean.
- Section 5. Executive Committee Members are the President, immediate-past President, President-elect, Vice President, Communication Liaison, one member-at-large (elected by the Alumni Council at its first meeting of the fiscal year); the Associate Dean for Development and Alumni Relations of the School and the Associate Director of Alumni Relations.
- Section 6. Nominating Committee consists of 5-7 members including the President. The Nominating Committee is charged with:
- (a) the screening and selection of candidates for members-at-large to the Alumni Council.
 - (b) the screening and selection of candidates for officers of the Association.
- Section 7. Career Advisory Committee provides opportunities for alumni to assist students with career related information as they transition from academic into the nursing profession.
- Section 8. Recent Graduate Committee engages recent graduates with UMSON through volunteer programs, events, and professional development activities.
- Section 9. Regional Outreach Committee strengthens the network of alumni around the country and engages alumni where they live and work.

ARTICLE IX AD HOC COMMITTEES

The President of the Association, in consultation with the Executive Committee, is empowered to create ad hoc committees or project teams for the purpose of furthering the goals and programs of the Association. Such committees or teams will report to the Executive Committee.

ARTICLE X MEETING RULES

Section 1. Except where superseded by the bylaws of the Association, Robert’s Rules of Order, Newly Revised, will govern the conduct of meetings.

Section 2.
For voting purposes, a quorum of the Alumni Council must be present. A quorum is defined as at least 51% of the Alumni Council, excluding ex officio members, and at least 2 officers. When determining if a quorum exists, members participating by conference call are considered.

ARTICLE XI ADMINISTRATION

Section 1. The Association is an Internal Alumni Association as recognized by the University System of Maryland (“USM”), Policy IX-4.00 (approved August 27, 1993), and is an activity of, and operated by, the School of Nursing through its Office of Development and Alumni Relations.

Section 2. The Association is a part of the University of Maryland School of Nursing (“the School”). The Association shall be managed in all respects to conform to the relevant policies of: the Board of Regents of the University System of Maryland (“BOR”), the University of Maryland Baltimore (“UMB”), the Association, the School, and the University of Maryland Foundation or any successor foundation affiliate of UMB (either, “the Foundation”).

Section 3. The principal office of the Association is University of Maryland School of Nursing, 655 W. Lombard Street, Room W209, Baltimore, Maryland 21201.

Section 4. The Association does not have its own financial records. The Office of Development and Alumni Relations (ODAR) of the School shall have overall responsibility for managing the business and fiscal affairs for alumni activities and Association programs.