

BY LAWS
OF
THE COLLEGE OF NURSING ALUMNI ASSOCIATION
WAYNE STATE UNIVERSITY

ARTICLE I

Name & Purpose

Section 1. NAME The name of this organization shall be the College of Nursing Alumni Association, Wayne State University, and it shall function in accordance with bylaws of Wayne State University Alumni Association.

Section 2. PURPOSE

- A. The purpose of the College of Nursing Alumni Association is to promote the general welfare of the College of Nursing and to establish a mutually beneficial relationship between the College of Nursing and its Alumni.
- B. The College of Nursing Alumni Association is committed to building liaisons between the college and its graduates and to earning alumni allegiance. The Alumni Association recognizes alumni as its constituency, as stakeholders in the future of the College of Nursing, and as ambassadors who contribute to the reputation of the college. The Alumni Association sponsors programs and activities that address the evolving needs and interests of its members and provides opportunities for alumni to serve and support the college. The College of Nursing Alumni Association assists with activities that promote the general welfare of students and the continued development of the College of Nursing and the University.
- C. The College of Nursing Alumni Association achieves this purpose through a membership organization which promotes professional and social relationships among its members and other alumni of the university. The Alumni Association sponsors programs which benefit students and faculty, promotes projects of worth to the community which are of concern to the nursing profession, and provides a forum for expression of alumni interests and counsel to the College of Nursing.

ARTICLE II

Membership

Membership consists of the following levels, each requiring payment of dues to the Wayne State University College of Nursing Alumni Association:

- Regular members shall consist of those persons who have satisfactorily completed a degree in nursing.
- Associate members are those who have completed at least one credit course in the College of Nursing, and who pay dues to the Wayne State University Alumni Association.
- Any member or former member of the faculty of the College of Nursing and staff of the College of Nursing who has graduated from another college of nursing who pay dues to the Wayne State University Alumni Association shall be a member of the College of Nursing Alumni Association.
- Staff who are graduates of another college of nursing are entitled to all benefits of regular members but may not hold office.

ARTICLE III

Officers

Section I. OFFICERS. The officers of the College of Nursing Alumni Association shall be President, President Elect, Vice President of Special Events, Vice President of Publicity, Vice President of Membership, Vice President of Nominations and Elections, Secretary and Treasurer elected by the College of Nursing Alumni membership from a slate of candidates nominated by the Nominations and Elections Committee and approved by the Board of Directors in April of each year.

Section 2. TERMS OF OFFICE. Terms of office shall be for two years except for President and President Elect, which shall be for one year. Terms of office shall commence September 1 of each year. Officers may be reelected for one additional term except the President and President Elect who may not succeed themselves.

Section 3. QUALIFICATIONS. Only members of Wayne State University Alumni Association who have paid annual membership dues and hold a degree from the College of Nursing are eligible to serve as officers. Nursing alumni elected to the offices must maintain regular membership in Wayne Sate University Alumni Association and College of Nursing Alumni Association as a condition for continuing to hold office.

Section 4. ELECTION. Elections shall be open to all regular members of the College of Nursing Alumni Association and shall take place in May of each year. Elections shall be determined by plurality vote of the Board. In the event that there is only one person running for each vacant position, the slate can be accepted with a majority vote of the Board of Directors.

Section 5. RESIGNATIONS. Officers who wish to resign shall submit their resignations in writing to the President. Resignations shall be accepted.

ARTICLE IV

Responsibilities of Officers

Section 1. PRESIDENT. The president shall preside at all meetings of the College of Nursing Alumni Association; act as chairperson of the Board of Directors; act as official representative of the association at College of Nursing events; appoint special committee chairpersons, appoint members of special committees as provided in the Bylaws; act as ex-officio member of all committees without the right of voting; service principal liaison between the College of Nursing Alumni Association and Wayne State University Alumni Association; chair the strategic planning committee; perform all the other duties usually expected of such an officer; become an ex-officio member of the Board of Directors with voting privileges for one year at expiration of term of office.

Section 2. PRESIDENT ELECT. The President Elect shall serve in the absence of the President and shall succeed to the presidency in the case of a vacancy during the President's term of office. The President Elect shall automatically become President in the year following his or her term of office as President Elect.

Section 3. VICE PRESIDENTS. There shall be four Vice Presidents. The Vice Presidents shall serve as chairs of the following standing committees; Membership, Special Events, Nominations and Elections, and Publicity.

Section 4. SECRETARY. The secretary shall keep the minutes of the meetings of the Board of Directors and College of Nursing Alumni Association; conduct correspondence of the College of Nursing Alumni Association and the Board of Directors; notify officers of their election in June of each year; notify committees of their appointments and furnish such records and instructions as are relevant to their functioning, and perform other duties pertaining to the office.

Section 5. TREASURER. The Treasurer shall keep all accounts of College of Nursing Alumni Association, including the receipt and disbursement of all money. An itemized account of receipts and expenditures shall be kept and figured cumulatively throughout the year so they are available for board review. This is in accordance with policies of the Board of Directors and Wayne State University Alumni Association accounting procedures. The Treasurer shall submit a written report at each meeting of the Board of Directors and shall provide an annual financial statement. The Treasurer shall submit an

annual budget for approval at the September meeting; and perform all other duties that pertain to the office. The treasurer shall receive a financial report from the office of Alumni Relations prior to each meeting.

Section 6. IMMEDIATE PAST PRESIDENT. The immediate Past President shall be an ex officio officer of the College of Nursing Alumni Association with voting privileged for one year following expiration of term of office as President and shall assume other leadership duties as assigned by the President.

Section 7. Each officer shall, within fifteen days after leaving office, turn over to their successors all records, books, and property belonging to the Association.

ARTICLE V

Board of Directors

Section 1. PURPOSE. The Board of Directors shall have full power to establish policy, to see that established policies are carried out, to transact the business of the College of Nursing Alumni Association, to approve activities relative to securing and dispersing Association funds, to approve appointments made a fill a vacancy for the unexpired term of an officer or director, to approve appointment of committee members(s) appointed by The President to the Wayne State University Alumni Association board of Directors. **(WSUAA By-laws Article VI, Section 2, B).**

Section 2. COMPOSITION. Ideally, the Board of Directors shall consist of the seven Elected Officers, the Immediate Past President, nine Directors and a College of Nursing Student Representative.

Section 3. TERMS OF OFFICE. Terms of office shall be for two years and shall commence on September 1. The President and President Elect may not succeed themselves. The Student Representative will serve for the semester(s) he/she holds office as President of College of Nursing Council (CNC) or student Nurse Association (SNA).

Section 4. ELECTION. Five Directors shall be elected in odd years and four Directors shall be elected in even years from a slate of candidates nominated by the Nominations and Elections Committee.

Section 5. QUALIFICATIONS, Only members of Wayne State University Alumni Association, who have paid annual membership dues and hold degrees from the College of Nursing, are eligible to serve on the Board of Directors or as Officers. Alumni elected to these positions must maintain active membership in Wayne State University alumni Association and College of Nursing Alumni Association as a condition for continuing to hold office.

Section 6. VACANCIES. The Board of Directors shall appoint members to fill unexpired terms of Directors. Such appointment shall be made as soon as possible after the vacancy occurs.

Section 7. ATTENDANCE, RESIGNATION AND REMOVAL. Directors who wish to resign shall submit their resignations in writing to the President. Resignations shall be accepted. Directors and Officers who are unable to attend scheduled Board meeting shall notify the President regarding their anticipated absence. Directors and Officers who miss three consecutive board meeting shall be notified by the Secretary and be deemed to have resigned from the board. Their resignation shall be accepted by the Board of Directors at the fourth meeting.

Section 8. MEETINGS. The Board of Directors shall meet a minimum of seven times per year September through June, at specific times and places. Meeting dates shall be mailed prior to the September meeting. Agendas for meeting shall be provided prior to each meeting.

Section 9. QUORUM. For purposes of conducting the business of the College of Nursing Alumni Association at any meeting of the Board of Directors, a quorum shall be a majority of its voting members, two of whom are elected officers.

Section 10. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by the president or upon request of any two other elected members.

Section 11. ORDER OF BUSINESS. The order of business of the Board of Directors' meetings and of all meetings of the membership shall be:

1. call to order
2. approval of minutes of previous meeting.
3. report of officers and of committees
4. Old business
5. New business
6. next meeting date
7. adjournment

ARTICLE VI

Committees

Section 1. SPECIAL EVENTS FUND RAISING COMMITTEE The Vice President of Special Events shall chair this committee. This Vice President shall be responsible for developing and implementing special events and community projects. These projects will encourage membership and participation in the College of Nursing Alumni Association. The vice President shall prepare a tentative calendar of events for the succeeding year, keep a record of programs and activities as an ongoing history of the Association and evaluate programs and project in relation to the annual goals of the Association.

Section 2. NOMINATIONS AND ELECTIONS COMMITTEE The Vice President of Nominations and Elections shall chair this committee in fulfilling its responsibility to nominate candidates for positions as Officers and Directors. This Vice President will engage in recruitment using statements of responsibility for their roles. In April of each year it shall present to the Board of Directors for its approval a slate of nominees for each office to be filled that year. If there is only one nominee for each of the positions needing to be filled, the slate may be accepted with a majority vote of the Board of Directors without conducting a vote by mail or e-mail.

Section 3. PUBLICITY COMMITTEE The Vice President of Publicity shall chair this committee. It shall be responsible for providing information of Alumni Board activities to the Dean's Office for College of Nursing publications, publicize College of Nursing Alumni Board activities, publish a newsletter when feasible and communicate with the media and Dean's office to ensure that board activities are publicized for alumni, faculty and the community.

Section 4. MEMBERSHIP COMMITTEE The Vice President of Membership shall chair this committee.

- Oversees membership growth
- Coordinates annual membership drive
- Assists in developing a member benefits package
- Uses surveys to determine needs and interests of alumni members

Section 5. SPECIAL COMMITTEES The President may appoint such other committees along with chairpersons, as he or she deems appropriate and necessary to conduct the business of the organization.

Section 6. MONTHLY AND ANNUAL REPORTS Committee chairpersons of standing and special committees shall prepare and submit a monthly report to the Board of Directors and an annual report to the President at the June meeting.

ARTICLE VII

Relationship with the University Alumni Association

Section 1. This Association shall maintain a mutually beneficial, cooperative relationship with the Wayne State University Alumni Association.

Section 2. Representation on the WSUAA Board of Directors shall be in accord with the Constitution and By-laws of the Association.

Section 3. Representatives shall be voting members of its Board of Directors, shall act in the interest of the College of Nursing Alumni Association and shall report regularly to the Association's Board of Directors.

Section 4. The Director of Alumni Relations and/or designate shall be an ex-officio member of the Executive Committee.

ARTICLE VIII

Relationship with the College of Nursing

Section 1. The Association shall maintain a mutually beneficial cooperative relationship between the College of Nursing and its alumni.

Section 2. The Association shall cooperative with the College of Nursing administration in promoting the welfare of the college, its programs, students, faculty and alumni.

Section 3. The Association shall provide representation on faculty committees of the College of Nursing upon request of the Dean.

ARTICLE IX

Miscellaneous

Section 1. FISCAL YEAR The fiscal year of the Association shall begin October 1 and end September 30 of each year.

Section 2. FUNDS The funds of the Association shall be derived from gifts, the payment of dues, and money raised by activities and projects.

A. Membership dues are used to:

1. Encourage alumni to join and renew their membership, both in the College of Nursing Alumni Association and the Wayne State University Alumni Association.
2. Increase alumni and student involvement through events and activities.
3. Strengthen alumni support and participation through communications.
4. Develop volunteer leadership.

B. It is never appropriate to utilize membership dues to financially support another non-profit organization outside Wayne State University.

Section 3. CHECKS All checks, drafts, and money orders for payment of money shall be formally requested to WSUAA for processing by the President or Treasurer of the College of Nursing Alumni Association.

Section 4. PROCEDURES The Board shall conduct its meetings according to generally accepted rules of parliamentary procedure, and any dispute over such procedures shall be settled by consulting the latest edition of Roberts' Rules of Order.

ARTICLE X

Amendments

These By-laws may be amended by a majority vote of the board of Directors providing written notice of the proposed amendments have been given to members at least 15 days prior to the meeting in which the vote is to be taken.

**Revised and approved by the College of Nursing Alumni Association
Board of Directors September 7, 2005 and September, 2007.**