Bylaws of the Rutgers School of Nursing Alumni Association

ARTICLE I: NAME

The name of the Association shall be the: Rutgers School of Nursing Alumni Association

ARTICLE II: Mission

Section 1.
The mission of this Association will be to promote lifelong relationships among alumni, students and faculty by fostering communication and an environment of fellowship, social, and collegial relationships, and to provide opportunities for networking and mentoring. The Association will seek to further alumni interest and involvement with the School.

Section 2. The above mission shall be accomplished through planned events, social media, and Executive Board meetings.

Section 3. The Association will cooperate with Rutgers University Alumni Association (RUAA), the umbrella organization of all charter alumni groups and Rutgers, The State University in all general efforts to aid the University and extend its influence.

ARTICLE III: MEMBERSHIP

Section I. Membership

Membership in this Association shall be open to all graduates of Rutgers, The State University School of Nursing, undergraduate and graduate programs, honorary members, ex-officio members, and associate members.

Section II. Honorary Members

Honorary members of this Association shall be individuals who are named as such by the Executive Committee in recognition of their significant contributions which further the mission of this Association. Honorary membership is awarded to those persons deemed deserving by the Executive Board and who meet at least one of the following criteria:

a. The importance of the candidate to the nursing community at Rutgers University
b. Interest in and contribution to the alumni association
c. Interest in and contribution to the profession of nursing
Bylaws of the Rutgers School of Nursing Alumni Association

Section III. Ex-officio Members

Ex-officio members shall be Rutgers, The State University of New Jersey, School of Nursing faculty, administrators, staff or other individuals who are not Rutgers School of Nursing alumni, but who further the mission and objectives of this Association.

Section IV. Associate Members

Associate Members shall be current students of Rutgers, The State University of New Jersey, School of Nursing who seek to build connections with alumni and to collaborate in activities supporting the mission of the Association. The Executive Committee may name current students as Associate Members to facilitate their service on the Association board and committees.

ARTICLE IV: ASSOCIATION GOVERNANCE

Section I. Executive Board

The Association shall be governed by a core group of a minimum of five (5) Executive Officers who are considered the Executive Board. All members of the board shall have full and equal voting privileges. In cases where a vote is tied, the President shall cast the deciding vote. The Board is comprised of elected and appointed members serving either one-year or two-year terms. The term limits in any one position are for three (3) consecutive terms. No member may hold more than one elected position at one time.

The powers of the Executive Board include:

- To perform all duties entrusted to Officers or Directors of an organization;
- To debate and determine Association policy;
- To oversee the Association’s business and financial affairs;
- To provide strategic direction for the Association;
- To provide leadership for all Association activities and endeavors.

The Executive Board is comprised of the following positions:

- President (term)
- Vice-President (term)
- Secretary (term)
- Treasurer (term)
- Immediate Past President (term)
- Committee Chairs
Bylaws of the Rutgers School of Nursing Alumni Association

Section II. Committees

The committees include but are not limited to:
- Mentoring and Student Relations
- Events
- Membership

Special Committees may be designated for particular functions by the President of this Association. Appointments to special committees shall be made by the Executive Board. The chair persons of the committees are selected by the Executive Officers.

Section III. Budget

The budget for this Association shall be derived from donations made to this Association for the purpose of promoting its mission and any fundraising activities.

ARTICLE V: EXECUTIVE COMMITTEE AND BOARD MEMBERS

Section I. President

The President shall be the presiding Officer at all meetings of the Association and the Board. He/she shall be an ex-officio member of all committees except the Nominating Committee. The President, with the advice of the majority of the Executive Board, shall have the power to fill any position that becomes vacant before the unexpired term. The term of office for the President is a two year term.

Section II. Vice-President

The Vice-President shall perform all duties of the President during his or her absence or disability, and shall succeed to the Office of President in the event of the withdrawal or resignation of the President. The term of office for the Vice- President is a two year term.

Section III. Secretary

The Secretary shall keep a record of the proceedings of all meetings of the Association and the Board; see that all notices are duly given in accordance with the provision of any existing By-Laws or as required by state or federal law; review and distribute the minutes of the Association and Board meetings to all within thirty (30) days after said meeting. The term of office for the Secretary is a two year term.

Section IV. Treasurer
Bylaws of the Rutgers School of Nursing Alumni Association

The Office of the Treasurer shall oversee the collection and, by the order of the Executive Committee according to the Bylaws, shall review the disbursement of all funds of the Association. Regular accounts of all income and expenditures shall be kept by the treasurer and will be open to inspection at all times by members of the Executive Board. The Treasurer shall present a quarterly report of the finances of the Association at Executive Board Meetings. The term of office for the Treasurer is a two year term.

Section V. Committee Chairs

The committee chairpersons will each oversee one of the committees as outlined in Section II.

Section VI. Immediate Past-President

The Office of Immediate Past-President will be filled by the outgoing President of the Alumni Association. He/she will continue to be a voting member of the Executive Board, and will serve as advisor to the President. The term of office for the Immediate Past-President is a two year term.

Section VII. Eligibility

Those members eligible for election to the Executive Board consist of Active Members and Members who are in good standing with this Association and comply with the rules set forth by this Association. The Executive Board shall meet at intervals determined by the President, but no less than twice a year.

Section VIII. Reports

The Officers of the Board shall render a periodical report to the membership. Transcripts from this report may be published in social media communications.

ARTICLE VI: MEETINGS

Section I: Annual Meeting

This Association shall have an annual meeting each spring for the transaction of Association business in accordance with these Bylaws. The time and place of this meeting and any other meetings shall be determined by the Executive Board.

Section II: Special Business Meetings
Bylaws of the Rutgers School of Nursing Alumni Association

Special business meetings of this Association may be convened by a majority of the Executive Board. Members shall be notified of special meetings of this Association at least seven (seven) days in advance of such meeting.

Section III: Parliamentary Authority

Robert’s Rules of Order Newly Revised Edition shall be the parliamentary authority at all meetings. The presiding officer at any meeting may, at his/her discretion, appoint a parliamentarian.

Section IV: Passing Resolutions

A majority vote of the voting members present in person or represented by proxy at a meeting is required to pass a resolution. Each “voting member” shall be entitled to one (1) vote for each Director position to be filled and shall have one (1) vote upon any question coming before any meeting of the members. Voting members are defined as all Officers of the Board, excluding the President, and all Directors including the student members. In the case of a tie, the President shall cast the deciding vote.

ARTICLE VII: NOMINATION AND ELECTION OF BOARD MEMBERS

Section I: Nominating Committee

At least ninety (90) days before the annual meeting, the Chairperson of the Membership Committee shall appoint a Nominating Committee, which shall consist of the Immediate-Past President and two other Directors who are in a position to serve in this capacity. Nominees for any Board office do not need to be current members of the Board at the time of their nomination.

Section II: Call for Nominations

The nominating committee shall reach out to the membership via email to notify them of the open officer positions and to ask for nominations from the membership for consideration by the Nominating Committee. There will be a two week period from the time request made to the final receipt of nominations for consideration.

Section III: Slate of Candidates
Bylaws of the Rutgers School of Nursing Alumni Association

Nominations for expiring terms of office will be made by the nominating committee with consideration of any input from the membership. A slate of candidates will be prepared within 14 days of making the request to the membership.

Section IV: Slate of Candidates to the General Membership

At least 45 days before the annual meeting, the nominating committee's proposed slate shall be presented to the general membership of the Association together with a notice that independent nominations will be accepted from the membership when received by the Secretary 14 days in advance of the annual meeting.

Section V: Election

The slate of Board candidates shall be elected by simple majority vote from the mail, online and email voting. The Nominating Committee will announce the new officers at the spring annual meeting.

Section VI: Student Members

Two student members shall be appointed to the Rutgers School of Nursing Alumni Association Executive Board by the Rutgers School of Nursing Student Senate: 1) The President of the Student Senate and 2) student elected by the student body. The students will each serve a one year term acting as liaison between the Rutgers School of Nursing Alumni Association and the Rutgers School of Nursing.

ARTICLE VIII: AMENDMENTS

Section I:

All proposed changes in the Bylaws shall be submitted in writing to the Executive Committee for its approval.

Section II:

If passed by two-thirds of the members of the Executive Committee, the proposed changes shall be presented to the general membership at the annual meeting and passed by two thirds majority vote. Amendments to the constitution for the first term (three years) shall be ratified by a two-thirds simple majority vote.
Section III

Amendments shall take effect immediately.

Date Ratified: January 20, 2015

By: Rutgers School of Nursing Alumni Association Executive Board