

ALUMNI ASSOCIATION, BETHESDA SCHOOL OF NURSING

BY-LAWS

2016

Article I – Name

The name of the organization shall be the Alumni Association, Bethesda School of Nursing.

Article II – Objectives

The objectives of the association shall be:

- a. To provide mutual help and improvement of nursing practice.
- b. To promote good fellowship among the graduates of the school.
- c. To cooperate with other professional organizations working for the professional and educational advancement of Nursing.

Article III – Membership

Section I

Any graduate of the Bethesda Hospital School of Nursing, Bethesda School of Nursing at Cincinnati State Technical and Community College is eligible for membership.

Section II

Active members are those who pay the required membership dues. They have all privileges of membership.

Section III

Inactive members are those who do not pay the membership dues. They do not have voting rights.

Section IV

Life Membership is conferred on members upon the thirty year anniversary of graduation. They have all the privileges of active membership without dues.

Section V

The Administrative Board may confer Honorary membership upon individuals who have rendered service to the Association. Honorary Members may not hold office or vote.

Section VI

The annual dues shall be determined by the Administrative Board.

Article IV – Administration

Section I

The Administrative Board shall consist of:

- President
- Vice President
- Treasurer
- Recording Secretary
- Membership Secretary
- Trustees (6)

At large Trustees Appointed

All Board Members shall be members of the Association. If no members can be found to serve, the membership secretary and the Treasurer can be non-members appointed by the Board. Non-members may not vote.

Section II

The President of the Association should have served as a member of the Board.

Section III

The offices of Membership Secretary and Treasurer may be held simultaneously by one person.

Section IV

The office of the President, Vice President, Treasurer, Recording Secretary, and Membership Secretary shall be elected by the Board for a term of two years.

Section V

The term of office for the six elected Trustees shall be three years. Two Trustees shall be elected each year.

Section VI

New graduates may be invited to join the Board for a period of one year.

Section VII

Any member may attend Board meetings. Active members may vote.

Section VIII

Duties of the Board:

- a. Transact the business of the Association.
- b. Review the By-Laws Biennially.
- c. Provide for the proper care of materials and equipment.
- d. Fill vacancies on the Board.
- e. Expel and replace any member of the Board who fails to perform his/her duties. This shall require a two-thirds majority vote.
- f. Determine compensation for the Treasurer (currently \$500./yr) and Membership Secretary (currently \$1200./yr).
- g. Select a place of deposit for funds.
- h. Elect officers and Trustees at an organizational meeting to be held in the Autumn of each year.
- i. Approve the annual budget.
- j. Appoint a financial advisor if it is determined that one is needed.
- k. Seek ways of increasing active membership.

Article V – Duties of Officers

Section I

The term of office shall begin at the adjournment of the annual meeting.

Section II

The President shall:

- a. Preside at all meetings.
- b. Serve as member ex-officio of all committees, except the nominating committee.
- c. Appoint committee chairmen and tellers with the approval of the Board.

Section III

The Vice President shall:

- a. Assist the President as necessary.
- b. Preside at meetings in the absence of the President.
- c. Chair the Nomination Committee.

Section IV

The Recording Secretary shall:

- a. Record minutes of all meetings.
- b. Preserve the records of meeting, annual reports and important documents.
- c. Conduct the correspondence of the Association.

Section V

The Treasurer shall:

- a. Receive monies of the Association, make deposits and expenditures as required in the transactions of the Association.
- b. Keep an accurate account of all monies received and expended.
- c. Keep financial records for a period of ten years.
- d. File tax returns at the appropriate times with the assistance of a CPA.
- e. Present a written report at the annual organization meeting.
- f. Prepare a budget for approval at the annual organization meeting.
- g. Arrange for counter signing of checks by another board member.

Section VI

The Membership Secretary shall:

- a. Keep all membership files current.
- b. Keep mailing lists current.
- c. Assist in the preparation of mailings of the Association.
- d. Send invitations to the Annual Homecoming.
- e. Send reminders to Board members about meetings at the direction of the President.
- f. Answer correspondence regarding membership issues.
- g. Supply information about members and celebrating classes.
- h. Shall submit a verbal/oral report at the annual organizational meeting.

Article VI – Dues

The annual dues shall be determined by the Board. Dues are payable at any time during the year. Dues received after September 30th are credited to the next fiscal year, unless otherwise directed.

Article VII – Committees

Section I

Ad Hoc Committees are appointed by the Board as required.

Section II

Members of the Standing Committees shall serve until the adjournment of the annual organization meeting, or until their successors are appointed.

Ad Hoc Committees are dissolved upon completion of the project.

Section III

Committee chairpersons shall submit a written/oral report at the annual organization meeting.

Section IV

Scholarship Committee:

- a. Membership will be determined by the Board.
- b. Advise and recommend amounts of scholarships to Bethesda Foundation.
- c. Review all applications and recommend recipients of the scholarships to Bethesda Foundation.

Section V

Nomination Committee:

- a. Membership will be three members. The Chair shall be the Vice President.
- b. The Chair will select two members.
- c. Prepare a ballot of at least one candidate for each office and for the Trustee positions that need to be filled.
- d. The criteria for the offices are to be followed in the selection process.

Article VIII – Elections

Section I

The officers shall be elected by ballot at the annual organization meeting. The term of office for the officers is two years.

Section II

Two Trustees shall be elected by ballot at the annual organization meeting. The term of office for the Trustees is three years. Two trustees shall be elected each year.

Section III

All active members are entitled to vote. Board Members may vote by telephone or email as needed.

Section IV Nominees shall not serve as Tellers in the election.

Section V

Majority vote shall elect. In the case of a tie, the election shall be decided by lot.

Article IX

Robert's Rules of Order shall serve as the parliamentary authority in the conduct of meetings of the Association.

Article X – Amendments to the By-Laws

By-Laws may be adopted, repealed or amended at any meeting of the Board by a two-thirds vote, provided the proposed changes have been made available two weeks prior to the meeting. By-Laws may be adopted, repealed, or amended at any meeting of the Board by the unanimous vote of all voting members present.

Article XI – Meetings**Section I****Annual Organization Meeting**

- a. To be held in the Autumn of the year.
- b. Elections will take place at this meeting.
- c. By-Laws will be reviewed and amended as necessary in even numbered years.
- d. Committee reports will be presented by the chairpersons.
- e. Regular business will also be conducted, if necessary.

Section II**Administrative Board Meetings**

- a. The Board will meet at least twice a year.
- b. Dates and times will be determined by the Board.
- c. All members will be invited to attend the meetings, but voting privileges extend only to active members.
- d. Special meetings may be called by the President, any board member, or by five active members. Telephone or email conferences are allowed.

Article XII – Quorum

Six members, one of whom shall be an officer, will constitute a quorum for the annual organization meeting. Five members, one of whom shall be an officer, will constitute a quorum for a regular Board meeting.

Article XIII – Fiscal Year

The fiscal year extends from October 1st of one year through September 30th of the following year.

Article IV – Dissolution

Upon dissolution of the Bethesda School of Nursing Alumni Association by the Administrative Board, the Board shall direct the disposal of all assets of the Association. All money shall be added to the Corpus of the Scholarship Fund established at The Bethesda Foundation. The Board will assist the Bethesda Foundation in carrying out the provisions for such an occurrence, established and recorded in the letter of agreement signed at the time of the establishment of the Scholarship Fund. The Board will further attempt to find appropriate recipients of any items of historic significance that are in the possession of the Alumni Association at the time of dissolution. Collections are already archived and stored at the College of Mount Saint Joseph storage facility in Cincinnati, OH.

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