ALUMNI ASSOCIATION, BETHESDA SCHOOL OF NURSING

BY-LAWS

2026

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 support and assistance for education and advancement of nursing practice.
b. To promote 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 or Bethesda School of Nursing at Cincinnati State Technical and Community College is eligible for membership. A complementary membership will be given to all New Graduates for one year.

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 Administrative Board may confer Emeritus standing upon a member who has rendered lengthy and outstanding service to the Association.

Section VII

The annual dues shall be determined by the Administrative Board.

Article IV– Administration

Section I

The Administrative Board is the governing body of the Association comprised of elected Officers and Trustees. The Administrative Board shall consist of:

President
Vice President
Treasurer
Recording Secretary
Membership Secretary
Trustees
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 elected Trustees shall be three years. At least one but not more than two trustees shall be elected each year.

Section VI

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

Section VII

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 $500/yr).
g. Select a place of deposit for funds.
h. Elect officers and Trustees at the fall Administrative Board meeting 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 fall Administrative Board 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 of the Nomination Committee.

Section IV

The Recording Secretary shall:

a. Record minutes of all meetings.
b. Preserve the records of meetings, 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 fall Administrative Board meeting.
f. Prepare a budget for approval at the fall Administrative Board meeting.

Section VI

The Membership Secretary shall:

a) Keep all membership files current.
b) Keep mailing lists current. Coordinate with Bethesda Foundation to maintain a current and accurate membership list.
c) Assist in the preparation of mailings of the Association.
d) Ensure that invitations to the Annual Spring Luncheon are sent out.
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) Present a written report at the fall Administrative Board meeting.

Section VII

Officers of the Association shall be bonded.

Section VIII

Trustees shall:

a) Assist in guiding the association's work.
b) Protect the assets.
c) Ensure its following the rules.
d) Attend meetings.
e) Listen to reports.
f) Vote on motions.

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 fall Administrative Board 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 fall administrative board 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 two to three members. The Chairperson shall be selected by the committee.
b. Prepare a ballot of at least one candidate for each office and for the Trustee positions that need to be filled.
c. 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 fall Administrative Board meeting. The term of office for the officers is two years.

Section II

Two Trustees shall be elected at the fall Administrative Board 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.

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 Newly Revised 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 Administrative Board meeting 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 Administrative Board by the unanimous vote of all voting members present.

Article XI – Meetings
Section I
Administrative Board Meetings

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

Section II
Administrative Board Meetings

a. Dates and times of meetings will be determined by the Board.
b. All members will be invited to attend the meetings, but voting privileges extend only to active members.
c. Special meetings may be called by the President, any board member, or by five active members.

d. Telephone, email or Virtual electronic Meetings with audio or face-to-face communications can be utilized by the Administrative Board to conduct the business of the Association.

Article XII – Quorum

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

Article XIII – Fiscal Year

The fiscal year extends from January 1st to December 31st.

Article XIV - Dissolution

Upon dissolution of the Alumni Association, Bethesda School of Nursing 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 with the Cincinnati Museum of Natural History and Science. Remaining material and collections stored in the archive room at Bethesda North Hospital in Montgomery, Ohio will be handled at the discretion of the Bethesda Foundation.

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