

**BY-LAWS OF THE  
UNIVERSITY OF ARIZONA ALUMNI ASSOCIATION (UAAA)**

**COLLEGE OF NURSING ALUMNI COUNCIL  
[As approved on March 23, 2009]**

**PREAMBLE**

The purpose of the College of Nursing Alumni Council, herein called the Council, shall be the advancement of education in the College of Nursing of the University of Arizona through the establishment and maintenance of relationships between the University, its graduates and its students.

The Council shall develop, encourage, and sponsor programs that will foster the spirit of fellowship of the members and promote the educational and professional goals of the Council and the College of Nursing.

The Council is chartered through the University of Arizona Alumni Association (UAAA), herein called the Association. The Council, in its service to past, present and future students, and to the University, has modeled these By-Laws on those of the Association. All graduates of the College of Nursing are members of the Council.

**ARTICLE I – JOINT MEMBERSHIP IN THE ASSOCIATION AND THE COUNCIL**

Section 100. Active Members

All graduates of the College of Nursing with Baccalaureate or higher degrees and certified recipients of formal educational programs shall be members of the Council and be eligible for membership in UAAA.

Section 101. Associate Members

Any person, including a student, who is not a graduate of the College of Nursing may, by indicating such desire to the Council, become an Associate Member of the Council and shall be entitled to all the privileges of an Active Member except voting and serving on the Board of Directors.

Section 102. Honorary Members

The President of the University of Arizona, the President of the Board of Regents and the Deans of the College of Nursing, both active and emeritus, shall be Honorary Members of the Council. In addition, the Board of Directors shall have power to confer honorary membership in this Council upon such distinguished persons as it shall deem worthy of such honor, and who shall have rendered some outstanding service to the University. Honorary Members shall be entitled to all privileges of membership except that they may not vote or serve on the Board of Directors.

**ARTICLE II – ANNUAL REPORTS**

Section 200. Annual Reports

The Council shall submit to the University of Arizona Alumni Association (UAAA) Office, on or before the 1<sup>st</sup> day of July each year, a list of its members and their current mailing and email addresses. When known, the Council shall apprise the UAAA of name and address updates.

## ARTICLE III – COUNCIL MEETINGS

### Section 300. Annual Meeting

An annual meeting of Council members shall be held in the City of Tucson, County of Pima, State of Arizona on the occasion of Homecoming at the University of Arizona, or at such other place and time as the Directors shall determine and fix.

### Section 301. Special Meetings

Special meetings of the members of the Council for any purpose may be held when called by the President, or by a majority of the Directors, or by not fewer than twenty Council members.

### Section 302. Notice of Meetings

Written notice of meetings, other than the annual meeting, shall be published 30 days or more before the meeting in a manner determined by the Board.

### Section 303. Quorum

At any meeting of the Council, a minimum of at least two members of the Board of Directors and any number of members shall constitute a quorum for the transaction of any and all business.

## ARTICLE IV – BOARD OF DIRECTORS

### Section 400. Directors

The business and affairs of the Council shall be vested in, controlled and conducted by a Board of eight (8) elected Directors. In addition, one undergraduate and one graduate student, along with two alternate non-voting students shall be appointed in collaboration with the Dean or the Dean's designee.

Eight Directors shall be elected from the Council membership by the Board. Ex-officio members of the Board shall be the Dean of the College or the Dean's designee, the College's Director of Development and Community Affairs, and the Director of Development's designee (a College support staff member).

At least three of the eight members of the Board shall have graduated within the last ten years. One of the eight Directors elected by the Board shall also be a current member of the College of Nursing Faculty who will serve as Faculty Liaison.

### Section 401. Term of Office

Directors shall be elected for two year terms, beginning on July 1 of the year elected and ending on June 30 two years later. A director shall not serve more that two consecutive elective two-year terms. The exception is the succession of offices of President-Elect, President and Past-President. The appointed students shall serve a one- or two-year term, preferably a two-year term.

## Section 402. Nominations for Board of Directors

### 402.1 Nominees

Any active member of the Council may be nominated for a position on the Board of Directors.

### 402.2 Nominations by the Nominating Committee

The Nominating Committee shall name at least one person to be a candidate for each of the elected Board position which will be come vacant on June 30 of the current year.

### 402.3 Nominations by Petition or Self-Nomination

Self-nomination for director may be made by writing a brief statement of interest in serving on the Board and submitting it to the President or the Chair of the Nominating Committee. The member wishing to serve will provide name, mailing address, email address, telephone number and year of graduation.

### 402.4 Nominations from the Floor

In addition to the above, the Chair of the Nominating Committee will be open to receive nominations from any Director present at the Board meeting held to elect members of the Board of Directors.

## Section 403. Election of Directors

At a January meeting of the Board, the Directors will elect new members of the Board. New Board members may serve as ex-officio members until they take office on July 1 of the year elected.

The election results will be communicated to the Council, the Dean of the College, the office of Development and Community Affairs for the College and other appropriate individuals via the website and other means as deemed appropriate. In addition, the election results shall be submitted to the UAAA office annually, on or before June 30, including a roster with the names, addresses, telephone numbers and email addresses.

## Section 404. Vacancies

A vacancy occurring in the Board of Directors shall be filled by appointment by the President for the unexpired term, subject to ratification by a majority vote of those present at the meeting of the Board.

## Section 405. Meetings of the Board

Meetings of the Board of Directors shall be open to all members of the Council except when the Board goes into executive session. Executive sessions of the Board may be called for sensitive or legal issues.

Regular meetings of the Directors shall be held at the call of the President or a majority of the Board of Directors. Meetings shall be held at the College of Nursing or at such other places as the Board may determine.

## Section 406. Duties of the Board

The Board shall formulate plans, policies and programs; elect the Directors; review and comment on an annual budget; and approve the appointment of members to standing committees. In addition, the Board shall promote interaction between the Council and UAAA.

Because Council monies are housed within the College financial system, the Board shall collaborate and consult with the College's office of Development and Community Affairs regarding the administration and expenditure of Council funds.

Section 407. Quorum

Three of the eight elected Board members shall constitute a quorum for meetings of the Board. If at any meeting there shall be less than a quorum present, a majority of those present may adjourn the meeting until such other time as may be deemed necessary in the interests of the Council.

**ARTICLE V – OFFICERS**

Section 500. Election of Officers

The officers of the Board are elected from among the Directors. Election of officers shall be held in April of each year. Members of the Board whose terms have not expired and the newly elected Board members shall, as the first order of business, elect the officers of the Board.

Section 501. Term of Office

Officers shall serve for a two year term or until successors have been elected. A term of office shall begin on July 1 of the year elected.

Section 502. President

The President shall preside at all meetings of the Council and the Board of Directors. The President shall perform such duties as usually attend the office of the President, or as may be prescribed by the Board of Directors, and shall serve as an ex-officio member of all committees.

Section 503. President –Elect

The President-Elect shall serve as a member of the Homecoming Committee, perform the duties of the President in the absence of the President, and shall perform such other duties as may be delegated by the President or prescribed by the Board of Directors. The President-Elect will then serve as president for the following term.

Section 504. Past-President

The Past-President shall provide continuity for overall Council functions, support the President, and serve as chair of the Awards Committee. In addition, the Past-President shall serve as historian and collaborate with the College's office of Development and Community Affairs to preserve photos and pertinent documents for the Alumni Council files.

Whenever possible, the Past-President will serve as the Council representative to the UAAA Board of Directors for a two-year term. The Council Board of Directors shall recommend a potential Council representative to the Dean, who appoints the representative to serve on the UAAA Board on behalf of the Council. If the Past-President is unable to serve as the Council representative to the UAAA Board, the Council Board will recommend another member to serve in that role. In no event shall a College representative serve more than three years. The Council representative to the UAAA Board will promote the purposes of the College of Nursing Alumni Council and serve as a communication link between the Council and the UAAA.

Section 505. Secretary/Treasurer

The Secretary/Treasurer shall write and maintain minutes of meetings of the Board, disseminate Council communications, receive and develop event and project budgets, and monitor alumni expenditures.

In addition, the Secretary/Treasurer shall chair the Finance/Fund Development Committee and perform such other duties as may be prescribed by the President or Board of Directors.

Section 506. Faculty Liaison

The Faculty Liaison shall serve as an official link between the College of Nursing and the Alumni Council for purposes of communication and access to faculty and administration. The Faculty Liaison must be an active member of the College of Nursing faculty. The Faculty Liaison shall serve as a member of the Council Awards Committee and perform other duties as may be prescribed by the President.

Section 507. Directors-at-Large

Three Directors-at-Large shall be elected to serve for two-year terms as members of the Board of Directors. One Director-at-Large shall chair the standing Homecoming Committee, One shall chair the standing Communications Committee, and one shall chair the standing Program/Membership Committee.

Section 508. Vacancy

In the event of a vacancy among the officers, the Board shall elect a replacement for the unexpired term of office.

## ARTICLE VI -- ALUMNI COORDINATOR FOR THE COLLEGE

*Note: Historically the Dean of the College of Nursing has funded a position of Alumni Coordinator within the office of Development and Community Affairs. In October 2008, this position was eliminated due to budget cuts. Article VI remains in the bylaws with the intention that the position can again be funded in the future. In the absence of an Alumni Coordinator, the Board of Directors will distribute selected duties of the Coordinator among members of the Council to the greatest extent possible.*

Section 600. Position

The Alumni Coordinator serves under the direction of and reports to the Director of Development and Community Affairs for the College.

Section 601. Duties

The Alumni Coordinator advances the College of Nursing by:

- A. Provides support to the Alumni Council to build a strong and active alumni base for the College.
- B. Works with the Alumni Council to develop and execute alumni events and projects.
- C. Monitors alumni expenditures.
- D. Keeps Council committee members on track with deadlines and budgets.

The Alumni Coordinator performs a variety of administrative tasks including but not limited to:

- A. Coordinates the events at Homecoming annually.

- B. Keeps the Alumni web pages up-to-date with new information.
- C. Assigns access and monitors entries on the *Class Notes* page of the web.
- D. Sends College of Nursing newsletters to alumni on a monthly basis via email.
- E. Plans events and is responsible for on-site facilitation.
- F. Engages outside vendors and prepares purchase orders.
- G. Is the expert on University policies for events, mailings and registration.
- H. Disseminates alumni information via email, web, and U.S. mail service
- I. Maintains alumni data bases

## ARTICLE VII – COMMITTEES

### Section 700. Appointment

The President, with the approval of the Board of Directors, shall appoint committees from among the membership-at-large and the Board. Each standing committee shall be composed of at least three members. These appointments shall be made as soon as possible after the election of the Board of Directors.

### Section 701. Standing Committees

The Board of Directors shall serve as the Executive Committee for the Council. The standing committees shall include a Communications Committee, a Homecoming Committee, an Awards Committee, a Program/Membership Committee, and a Finance/Fund Development Committee.

### Section 702. Duties of Standing Committees

Communications Committee:

- A. Promote a spirit of pride and commitment to excellence among past, current and future students through the use of various forms of media.
- B. Work collaboratively with the College's office of Development and Community Affairs to develop, implement and evaluate a comprehensive plan for communication with alumni, students and others within the College of Nursing community.
- C. Encourage use of computer- and web-based communication.

Homecoming Committee:

- A. Develop, implement and evaluate all College of Nursing Alumni Council events and/or programs related to homecoming.
- B. Work with the College's office of Development and Community Affairs regarding activities or events involving contractual agreements and financial obligations.
- C. Publicize homecoming activities and develop systems to encourage attendance.
- D. Collaborate with the Finance/Fund Development Committee, the Board of Directors, and the College's office of Development and Community Affairs concerning any fund-raising activities.

Awards Committee:

- A. Nominate accomplished alumni, students and friends of the College for outstanding achievement and/or service to the nursing profession, the College of Nursing, the University or the community according to the rules and guidelines set forth by the UAAA.

Program/Membership Committee:

- A. Plan, implement and evaluate an annual program of activities and events to promote the mission and goals of the Council, targeted primarily to current students and alumni.
- B. Propose a budget of estimated expenses for all activities for the year to the Finance/Fund Development Committee.

Finance/Fund Development Committee:

- A. Develop an estimated annual Council budget for anticipated sources of revenue and expenditures.
- B. Receive requests for expenditures, particularly expenses related to Homecoming, as well as events or activities focused on student and alumni-membership activities.
- C. Oversee fund-raising activities of the Council for the purpose of coordinating activities with other groups within the College and to avoid pitfalls in fund-raising.

Section 703. Ad hoc Committees

The Directors shall have the right to appoint such ad hoc committees as they deem necessary for the conduct of the business and affairs of the Board and of the Council. Such committees might include Bylaws Committee, Nominating Committee, and a Special Events Committee (other than for homecoming).

## ARTICLE VIII – FINANCIAL RESOURCES

Section 800. Resources

The financial resources of the Council, housed within the College financial system, shall consist of:

- A. Monies raised by the Alumni Council.
- B. Any funds allocated to the Council by the Dean of the College to support the efforts of the Council.
- C. Donations, gifts and bequests received through coordinated money-raising efforts under the guidance of the College of Nursing office of Development and Community Affairs, which specifically name the Council as beneficiary.

The College's office of Development and Community Affairs will assist the Finance/Fund Development Committee and provide all appropriate account information.

Section 801. Fiscal Year

The fiscal year of the Council shall be from July 1 through June 30 which is consistent with the University fiscal year.

Section 802. Reports

The monetary status of the Council shall be reported to the Board of Directors by the College's Director of Development and Community Affairs or his or her representative at each meeting of the Board. A final report will be submitted at the end of each fiscal year.

## ARTICLE IX – AMENDMENTS

### Section 900. Procedure

These By-Laws may be amended by the Board of Directors at any meetings of said Board, providing at least ten (10) days to two (2) weeks written notice of the proposed amendment has been given each Director, or by the majority of the members of the Council present and voting at a meeting at which the proposal to amend is submitted to the membership of the Council. Any proposal to amend these By-Laws by the general membership shall be proposed in writing, signed by twenty (20) members of the Council, submitted to the President and presented to the members of the Council at the next meeting following the date on which such proposal is made.

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