

St. Joseph’s Hospital School of Nursing Alumni Association Bylaws

Elmira, New York

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Constitutions & Bylaws

St. Joseph's Hospital School of Nursing Alumni Association

CONSTITUTION

We, the graduates of St. Joseph's Hospital School of Nursing, adopt the following Constitution & Bylaws.

Article I-Name

The name of this organization shall be St. Joseph's Hospital School of Nursing Alumni Association.

Article II- Objectives

The objectives of this association are as follows:

- 1) To promote loyalty and enhance quality of care to St. Joseph's Hospital/Arnot Health and to promote good fellowship among the members of The Alumni Association;
- 2) For social and financial purposes
- 3) To encourage further professional growth of nursing

4) To develop and maintain an endowment in honor of Alumni Association

Article III- Amendments

This Constitution may be amended at any annual or special meeting by a two-thirds vote of all members present and voting, provided the proposed amendments have been posted on the website two weeks prior to the meeting.

The Constitution may also be amended at any annual or special meeting without previous notice by a unanimous vote of all members present and voting.

BYLAWS

Article I- Membership

Section 1: Membership:

- Members are graduates of St. Joseph's Hospital School of Nursing
- Honorary membership may be conferred on a worthy individual at the annual meeting by unanimous vote of the Board of Directors. Honorary Membership may be given to an individual who has shown exceptional interest and service to the School of Nursing and its graduates

Section II- Privileges of Membership:

Membership in good standing in this Association extends the following privileges:

- Voting rights at annual and special meetings
- Eligibility to hold office in this Association
- Attendance at meetings of this Association
- Participation in social activities of this Association
- Correspondence from the Association

Section III- Duties of the Membership:

- To associate in the professional and social activities of the Alumni Association
- To cooperate in all matters incidental to mutual help and assistance of members of this Association
- To encourage members to exercise their privileges of membership and citizenship and to share in the responsibilities of the Association in civic affairs.
- To assist in Association efforts aimed at developing better and more adequate nursing service in the community.

- To financially support the Association

Section IV-Dues:

- The Board of Directors may establish the annual dues
- Honorary members shall not pay dues
- Members whose dues have lapsed may be reinstated upon payment of dues for the current year
- Members who have paid dues to this Association for 25 years shall be given life membership in the Association without further payment of dues.

Article II-Officers

Section I The officers of this Association shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer and six (6) Board members who shall be elected as hereinafter provided.

Section II Term of office of all officers elected at any annual meeting shall commence at the adjournment of the meeting and shall continue until the expiration of their respective terms of office or until their successors are elected.

Section III The duties and powers of the officers shall be such as are implied by their respective titles, more specifically as follows:

President- The president shall preside at the meetings of the Association, be Chairperson of the Board of Directors and be a member ex-officio of all committees, except the Committee of Nominations. He/she shall perform all other duties of the office.

Vice-President- in case of the President's death or absence or of the inability from any cause to act, the Vice-President shall perform the duties of the office.

Recording Secretary- The Recording Secretary shall attend all meetings of the organization and shall maintain minutes of those meetings. He/she shall maintain and update computer listings of members.

Corresponding Secretary- The Corresponding Secretary shall attend all meetings of the organization and Board of Directors. He/she shall send meeting notices to those concerned. He/she will send and receive all correspondence of the Association.

Treasurer- The Treasurer shall collect all dues, pay all bills **with any check greater than \$500.00** countersigned by the President or Recording Secretary, and will keep a record of all money received or expended, giving a report at each meeting. He/she submit all books in which accounts have been kept at the end of the fiscal year to the auditors appointed by the Board.

Article III – Directors

Section I – Number:

- The number of Board members shall be eleven, composed of five (5) officers and six (6) board members.

Section II – Term of Office:

- At the annual October meeting, held on the even years, a President,
- Corresponding Secretary, Treasure and three (3) Board members shall be elected for a term of two years. On the off years, a Vice-President, recording Secretary and three (3) Board Members shall be elected for a term of two years.
- All elections shall be by ballot/show of hands
- A plurality vote of the members present and voting shall constitute an election.

Section III – Board Members:

- The Board Members shall have the power to:
 - a) Transact the general business of the Association in the interim between annual meeting of the Association;
 - b) Fill vacancies for an unexpired term of a Member or Officer, except that of the President or Vice-President;
 - c) Appoint all standing and special committees;
 - d) Establish that amount of annual dues and provide for the auditing of al books of the account;
 - e) Assist in making investment decisions.

Section IV – Board Meetings:

- Meetings of the Board shall be held once a month except for July and August.

Section V – Absence from Meetings:

- Any member who is absent from three (3) meetings of the Board of Directors in succession, unless excused by the President, shall be considered as having resigned his/her membership on the Board and the Board shall fill such a vacancy.

Section VI – Quorum:

- Seven member of the Board, two of whom shall be Officers of the Association, shall constitute a quorum at all meetings thereof.

Section VII – Disbursement of Funds:

- The Board shall have total discretion in the disbursement of funds.

Article IV – Standing Committees

Section I – Composition:

- Standing Committees shall be composed of at least three (3) members of the Association and shall assume such duties as are assigned by the Board Members as specified in the Bylaws. They shall report to the Board Members when requested to do so.

Section II – Appointment:

- All Standing Committees shall be appointed by the Board Members to serve until the next annual meeting or until their successors are appointed.

Section III – Quorum:

- A majority of members of each committee shall constitute a quorum for the business of that committee.

Section IV – Duties:

- There shall be the following Standing Committees;

A) Committee on Constitution and Bylaws

The committee shall receive all proposed amendments to the Constitution and Bylaws of this Association, and submit them for action at an Alumni Meeting

B) Nominating Committee

This committee shall present a slate of candidates at the annual October meeting

C) Audit Committee

This committee shall be composed of three (3) Alumni Members appointed by the Board Members, who will conduct an audit of the organization's books during the month of September and present a report of their findings at the Annual Meeting in October.

Article V- Meetings

Section I – Annual Meeting:

- The annual meeting of this Association shall be held in the month of October.

Section II – Special Meetings:

- Special meetings may be called at any time by the President, by the majority vote of the Board or by written request of ten members.

Section III – Notices:

- Notices of meetings shall be sent to the members giving the place, date, time and purpose of the meeting.

Section IV – Quorum:

- Three officers and twenty members shall constitute a quorum at any annual or special meeting.

Article VI – Chapters

Alumni members living outside the Elmira area who wish to meet in their respective areas are encouraged to form chapters of this Association. Each chapter shall elect a chairperson or co-chairperson. These chapters should be concerned with social and educational and educational activities for their members. The chairperson and co-chairperson shall report annually to the Alumni Board detailing its activities. Each chapter will be bound by the Constitution of the Alumni Association and is financially responsible for its own activities.

Article VII – Parliamentary Authority

Roberts Rules of Order (revised) shall be authority of all meetings of this Association and of the Board of Directors, when not inconsistent or in conflict with these Bylaws.

Article VIII – Fiscal Year

The fiscal year shall be October 1st through September 30th by the calendar.

Article IX – Amendments

These Bylaws may be amended at any annual or special meeting by a two-thirds vote of all members present and voting, provided the proposed amendments have been mailed to all members of this Association at least two weeks prior to the meeting. The Bylaws may be amended at any annual meeting without previous notice by a unanimous vote of all members present and voting.

- Revised November 1988
- Revised November 1990
- Revised November 1993
- Revised November 1998

- Revised November 2000
- Revised & Approved @ May 2006 Banquet
- Revised & Approved @ May 2011 Banquet

- Revised & Approved @ May 2013 Banquet
- Revised & Approved @ May 2015 Banquet
- Revised & Approved @ May 2016 Banquet