

# SUNY Downstate Medical Center College of Health Related Professions Alumni Association Bylaws

## ARTICLE I. NAME

The name of this association shall be called College of Health Related Professions (CHRP) Alumni Association of Downstate Medical Center (DMC).

## ARTICLE II. OBJECTIVES AND PURPOSES

The general purpose of the CHRP Alumni Association is to provide an organization in which the college can partner with its Alumni to assist in developing and promoting programs to current and prospective students, as well as to contribute time, talent and financial support for the enhancement of CHRP programs including but not limited to:

1. Mentoring and preparing current students to become preceptors
2. Strengthening the ties between and among former students with current students
3. Helping to maintain as well as advance the mission of the CHRP
4. Providing constructive feedback to college leadership and participating in future developments within the CHRP and its programs.

## ARTICLE III. MEMBERS

SECTION 1. Membership in the CHRP Alumni Association shall be categorized as follows

- A. **Active Members:** Active members are all DMC - CHRP graduates who have paid the current dues prescribed by the CHRP Alumni Association. New graduates shall be eligible for a complimentary one-year active membership, upon receipt of their degree or program's certificate.
- B. **Associate Members:** Associate Memberships are open to all interested persons (non-CHRP graduates) who have paid the current dues prescribed by the CHRP Alumni Association
- C. **Honorary Members:** Honorary Memberships are bestowed upon individuals who have shown particular interest in the welfare of the CHRP and wish to participate in the activities of the CHRP Alumni Association, and are specifically approved by the CHRP Alumni Association Council (CAAC). There shall be no dues for honorary members. The spouse/domestic partner of a deceased CHRP alumnus will be offered honorary membership in the graduating class of the deceased.
- D. **Life Membership Members:** These are Members who have paid Life memberships according to the dues prescribed by the Association.

## ARTICLE IV. CHRP Alumni Association Council

SECTION 1. The CHRP Alumni Association Council (CAAC) shall be comprised of 4 officers being, the President, Vice President, Executive Secretary and Treasurer, and a member of each of the Standing Committees of Article V.

**SECTION 2. Duties of Officers.**

- A. **PRESIDENT:** The President shall:
- Chair all meetings of the Association.
  - Represent the Association in and at all functions and activities required by his or her office.
  - With the advice, consent, and vote of the **Executive Committee**, appoint all committees of the Association.
  - Promote the welfare and further objectives of the Association
  - Serve as spokesperson, or appoint one, for groups or organizations within the CHRP, while keeping members of the Association informed of all activities undertaken, and matters that are of concern to the Association.
  - Work with the secretary in the preparation of the agenda for meetings.
  - Play a lead role in fundraising activities.
  - Oversee other CHRP Alumni Association related activities.
  - Serve as a liaison with administration and faculty.
- B. **VICE PRESIDENT:** The Vice President shall:
- Be an assistant to the President of the Association.
  - Have the duty of becoming familiar with all the affairs of the CHRP Alumni Association, and in the absence of the President, shall exercise the power of the President, and shall serve on the **Executive Committee**.
  - Act as liaison to one or more of the following groups: students, faculty, administration and other CHRP employees.
  - Advise one or more alumni/student committees and report their activities at meetings.
  - Perform other duties as delegated by the President.
  - Serve on the nominating committee.
- C. **EXECUTIVE SECRETARY:** The Executive Secretary shall:
- Send notices of all meetings and other announcements related to the Association.
  - Be chief assistant to the CHRP Alumni Association.
  - Keep minutes of the CHRP Alumni Association.
  - Ensure that accurate records are kept of all members.
  - Keep an up-to-date copy of the bylaws and have a copy present at all meetings.
  - Supply the presiding officers with an agenda of all meetings, while working with the President and Vice President for accuracy of content.
  - Perform other duties as assigned by the President and Vice President.
- D. **TREASURER:** The Treasurer shall:
- Gather information on income and expenses of the CHRP Alumni Association and report on the same at each meeting.
  - Monitor the Association funds and report on any concerns.
  - Work with the President to develop an annual budget for the Association.
  - Perform other duties as assigned by the President and Vice President.

SECTION 3. The term of office for the President and the Vice President is two years. The term of office will commence on January 1 and conclude on December 31 of the following year. Officers will not be eligible to serve in the same officer position for more than two consecutive terms. In the initial year (year

1), the President and Treasurer will be elected to a two-year term, and the Vice President and Secretary will be elected to a one-year term.

SECTION 4. The Vice President will succeed the President, whenever the President vacates his/her office. When there is no succeeding officer, the **Executive Committee** will elect a person to fill the vacant office from nominations provided by the **Nominating Committee**.

#### **ARTICLE V. COMMITTEES**

SECTION 1. **Executive Committee.** The Executive Committee shall be responsible for the execution of matters referred to the Committee by the CHRP Alumni Association Council and shall report all action to the CHRP Alumni Association Council at its next meeting. It shall also have power to make recommendations to the CHRP Alumni Association Council and to act for the CHRP Alumni Association Council on all matters which arise between meetings, such action subject to ratification by the CHRP Alumni Association Council at its next meeting. The Executive Committee may consist of faculty members who are alumni of the CHRP and or Chairs of the programs in the CHRP. Their terms of office are as stated in Art IV.3. The Executive Committee consists:

- President
- Vice President
- Executive Secretary
- Treasurer

SECTION 2: **Standing Committees** are established to achieve the association's long-term needs, goals, and mission, and shall include:

- A. **Nominating Committee.** The Nominating Committee is responsible for identifying candidates for election to the CHRP Alumni Association Council. It shall consist of at least three members, including at least one officer of the CHRP Alumni Association Council.
- B. **Special Events Committee.** The Special Events Committee shall be responsible for planning alumni events for Homecoming and other events as needed. The President shall appoint at least three members to serve on this Committee.
- C. **Awards Committee.** The Awards Committee is responsible for determining the recipients of awards, according to prescribed College procedure, which are awarded by the Alumni Association, including the Alumna and Alumnus of the Year Awards and such other awards as may be determined by the CHRP Alumni Association Council. The President shall appoint at least three members to serve on this Committee.
- D. **Alumni Fund Committee.** The Alumni Fund Committee shall provide leadership and assistance to the college advancement office in raising funds from alumni in support of the College's annual fund. The President shall appoint at least three members to serve on this Committee.
- E. **Student Life Committee.** The Student Life Committee shall develop programs and projects which will help current students to better understand the importance of alumni in the life of the College and to prepare them for their role as alumni. The President shall appoint at least three members to serve on this Committee.
- F. **Alumni-Admissions Committee.** The Alumni-Admissions Committee shall help in the recruitment of students for the College, working in cooperation with the Admissions Office. The President shall appoint at least three members to serve on this Committee.
- G. **Changes in Standing Committees.** The CAAC may by majority vote either to dissolve or add new Standing Committees identified in sections B thru G above to achieve the Association's

goals and mission. A standing committee may be dissolved if and when there is no member interest in that committee (committee has no members), and conversely, new Standing Committees may be formed and added based on the current needs of the Association.

SECTION 3: **Additional Ad Hoc Committees** to achieve any specific short-term goal, may be established and appointed by the President of the CHRP Alumni Association Council as needed, subject to the approval of the Executive Committee.

SECTION 4: **Standing and Ad Hoc Committee membership** shall be open to all Association members and meet as needed or upon being called upon by a member of the committee, the President, or the Executive Committee.

SECTION 5: **Standing and Ad Hoc Committee Chairs** shall be duly elected by the current members of the committee. Upon initiation of a new committee, or upon a committee chair vacancy, or in absence of an election, the Chair may be appointed by the President until such time as the committee is able to hold its election of a Chair.

## ARTICLE VI. ELECTION

SECTION 1. Election of the members of the CHRP Alumni Association Council or Executive Committee shall be held every two years. The nominating committee shall develop more specific elections parameters.

SECTION 2. Nominations from the membership for all elected members of the CHRP Alumni Association Council shall be received by the Nominating Committee.

SECTION 3. The Nominating Committee shall endeavor to nominate a slate of candidates for the CHRP Alumni Association Council will appropriately represent the membership of the Association, with the goal of achieving diversity, and considering factors including, but not limited to: years of attendance, geographic representation, occupation and gender.

SECTION 4. Any vacancies shall be filled by the remaining members of the Executive Committee until the opportunity to engage a special election or the next regular election, whichever comes first.

## ARTICLE VII. MEETINGS

SECTION 1. There shall be one annual meeting of the CHRP Alumni Association members. The date and venue, that may be on or off the DMC campus, shall be set by the CHRP Alumni Association Council (CAAC). Members will be given a 30-day notice of a scheduled meeting. The CAAC President shall schedule additional meetings as deemed necessary.

SECTION 2. **Quorum.** 50% of the members present at a meeting of the CHRP Alumni Association Council shall be considered a quorum. A simple majority of the votes cast at this meeting shall be sufficient to approve all matters of business. Members shall be considered present in person, by proxy or by telephone conference or other equivalent electronic means.

SECTION 3. The rules of procedure in all meetings of the CHRP Alumni Association Council and of its Executive Committee shall be governed by this constitution and any amendments thereto. Matters not specifically addressed in this constitution and bylaws shall be in accordance with Roberts Rules of Order.

## **ARTICLE VIII. FINANCES and DUES**

SECTION 1. If dues and/or fees are to be collected annually, the amounts shall be determined by the CHRP Alumni Association Council (CAAC). These dues and fees would be non-refundable. Dues and fees are tax-deductible.

SECTION 2. The CAAC has the right to set annual rates for dues, and to set different rates for each membership type identified in Art III.1. Rate changes shall be voted upon at the annual meeting of the CHRP Alumni Association, and enacted for the following calendar year. At the discretion of the CAAC, members may be exempt from paying dues and/or fees. The discretion may be related and not limited to, health concerns or retirement.

SECTION 3. Dues and fees shall be collected up until one month prior to the annual meeting date.

SECTION 4. Funds held by the organization shall be retained in an appropriate agency account at the Downstate Medical Center campus, such as the Faculty Student Association of DMC Inc. and income and disbursements shall be within the established policies and procedures of such entity. In addition to the authorized signatories of the established account that may be designated by the Executive Committee, the Dean and Associate Dean of the CHRP shall be included as authorized co-signators for this account.

## **ARTICLE IX. REMOVAL OF MEMBERS/OFFICERS**

Section 1: Any member or officer in violation of the organization's purpose or Constitution may be removed from office by the following process:

- A. A written request detailing a justification/ basis must be signed by at least three (3) CAAC members and delivered to all CAAC members.
- B. Written notification of the request must be provided to the CAAC or representative requesting his/her presence at the next meeting prepared to speak on his/her own behalf. The matters in question shall be fully discussed, appropriately investigated to the extent possible and practical by the CAAC prior to a vote being conducted.
- C. A two thirds (2/3) majority vote of the CAAC is necessary to remove the member or officer. Any removed Member or Officer shall be entitled to a refund for the remaining portion of the dues they had paid.

## **ARTICLE X: DISSOLUTION**

In the event of the dissolution of the organization provided for in this Constitution, the Dean of the CHRP shall assume responsibility for the disposition of any unexpended funds to any such successor CHRP Alumni organization, or if none, shall be made available to the Dean's discretion for the general support of CHRP and its programs until exhausted.

## **ARTICLE XI: BYLAWS and AMENDMENTS**

Section 1: This constitution and bylaws shall be effective upon a majority vote of the members as defined in Article III and the approval of the Dean of CHRP. Subsequent amendments may be approved by the CAAC at a meeting called for the purpose, providing that the meeting notice and agenda shall have been given to the members of the CAAC with the proposed amendment clearly expressed. All amendments approved by the Council shall be presented for approval of the Dean of CHRP.

Section 2: CAAC members shall adopt any additional bylaws and amendments as it deems necessary, provided that the CAAC gives at least 30-days advanced notice duly circulated to all Association members including the proposed bylaws or amendments thereto, its

rationale for amendment as well as date, time and location of the CAAC meeting at which the CAAC vote will take place, and the method(s) by which members can provide input to the matter before such vote is conducted.

**The By-Laws were voted upon and approved by a majority of the CHRP Alumni Association Council on January 31, 2018.**