

By-Laws
of the
Nursing Alumni Society
of the
University of Pittsburgh

ARTICLE I
Name

Section 1.

The name shall be the Nursing Alumni Society of the University of Pittsburgh.

ARTICLE II
Purpose

Section 1.

The purpose of this society shall be to provide a forum for graduates to:

- < maintain personal and professional relationships among alumni
- < foster networking between nurses
- < promote pride in the University of Pittsburgh School of Nursing
- < assist in student recruitment and retention
- < take an active role in the development effort of the School

ARTICLE III
Relation to the General Alumni Association

Section 1.

The by-laws of this Society accept and agree with the by-laws of the University of Pittsburgh Alumni Association.

Section 2.

The University of Pittsburgh Alumni Association Board of Directors representative shall be the Nursing Alumni Society President.

ARTICLE IV
Membership

Section 1.

There shall be three classes of membership:

- a. Full members shall be those who have graduated from and hold a degree from the School of Nursing.
- b. Associate members shall be those who have attended but do not hold a degree from the School of Nursing in accordance with the Pitt Alumni Association.
- c. Honorary members shall be those who have received honorary degrees in nursing from the University or special recognition awards from this Society for achievement in or promotion of the profession of nursing.

Section 2.

All membership categories shall be entitled to all rights and privileges except Associate and Honorary members shall not be eligible to vote or hold office.

ARTICLE V

Meetings of the Nursing Alumni Society

Section 1.

There shall be one annual meeting of the Nursing Alumni Society. (Nursing Alumni Day can provide forum for this meeting.)

Section 2.

Special meetings of the Nursing Alumni Society may be called at any time by the President of the Nursing Alumni Society, by a majority of the Executive Committee, or at the written request to the Executive Committee by five percent of the membership. The membership must provide seven day's notice of the time, place, and purpose of the meeting in writing to each member or by publication in the official publication of the General Alumni Association or the *Pitt Nurse*.

ARTICLE VI

Executive Committee

Section 1.

Management: The business and affairs of the society shall be managed by the Executive Board.

Section 2.

Members: The Executive Board shall consist of the following:

Voting Members (each must be active members in the University Alumni Association):

- a. Past-President
- b. President
- c. Vice President (President-elect)
- d. Secretary
- e. 2 Post Baccalaureate Representatives
- f. 2 Baccalaureate Representatives
- g. Representative of the African-American Nursing Alumni Scholarship Committee (Chairman of the Committee)

Non-voting Members:

- a. Ex-officio representative from the Dean's Office (Dean)
- b. Director of Development
- c. Associate Director of Alumni Relations
- d. One student representative from the graduate program (GSNO President;

- e. DSNO President)
- e. One senior student representative from the undergraduate program (i.e. NSA President)
- f. One junior student representative from the undergraduate program
- g. Student Services representative (i.e. Executive Director; Director of Recruitment and Placement)

Section 3.

Election

- a. Names of nominees shall be submitted to the voting members of the Executive Board.
- b. Positions will be reviewed and appointed by June 30 by majority vote of current Executive Board.
- c. Terms of the Executive Board office begin on July 1.
- d. The Executive Board officers shall be appointed according to the following schedule:
 - 1) The Vice President (President-elect) shall be appointed for a two-year term. The following year the Vice President shall become President for a two-year term. Following the term of presidency, the President shall serve two years as Past-President.
 - 2) The Secretary shall be appointed in the even-numbered years and shall serve a two-year term.
 - 3) One Post Baccalaureate Representative and one Baccalaureate Representative shall be appointed in the even-numbered years and shall serve two-year terms.
 - 4) One Post Baccalaureate Representative and one Baccalaureate Representative shall be appointed in the odd-numbered years and shall serve two-year terms.
 - 5) One African-American Nursing Alumni Scholarship Committee Representative shall be appointed in the odd-numbered years and shall serve a two-year term.
- d. In the event of vacancies in any of the Executive Board offices, the President shall appoint a replacement.

Section 4.

- a. **Past President** He/she shall be the Chairperson of the By-Laws

Committee.

- b. **President** He/she shall preside at all meetings of the Executive Board and serve as principal officer of the organization.
- c. **Vice President** In the absence of the President, the Vice President (President-elect) shall perform the duties associated with the presidency. He/she shall be the Chairperson for Nursing Alumni Day and initiate fundraising objectives.
- d. **Secretary** He/she shall record the minutes of all meetings of the Nursing Alumni Society and the Executive Board.
- e. **Baccalaureate Representative** He/she shall be a member of the Student Programs Committee the first year and be Chairperson the following year.
- f. **Post Baccalaureate Representative** He/she shall be a member of the Distinguished Alumni/Honorary Alumni Awards Committee the first year and Chairperson the following year.

Section 5.

Meetings: Regular meetings of the Executive Board shall be held at least four times a year.

Section 6.

Quorums

The quorum for the Executive Board shall be 51% of the filled voting positions.

Section 7.

The Executive Board

All annual reports shall be submitted upon request to the President by June 30 of the current year.

ARTICLE VII

Standing Committees

Section 1.

There shall be four standing committees:

- 1. *By-Laws Committee*
This committee, chaired by the Past-President, shall annually review the by-laws at the first meeting of each new Executive Board.
- 2. *Student Programs Committee*

This committee shall be responsible for:

- a. Coordinating student involvement in nursing alumni activities.
 - b. Serving as liaison between alumni and students and participate as a representative at nursing student activities.
 1. Coordinating the selection process of undergraduate student awards.
 - d. Presenting undergraduate student awards at Nursing Alumni Day.
3. *Distinguished/Honorary Alumni Awards Committee*
- a. Coordinate activities for the selection of Distinguished Alumni Awardee.
 - b. Coordinate activities for the selection of Honorary Alumni Awardee.
4. *African-American Nursing Alumni Scholarship Committee*
- This committee shall be composed of African/American Alumni from the Nursing Alumni Society. This committee shall be responsible for:
- a. Solicitation of funds from nursing alumni and interested groups, in collaboration with the Alumni Development Office. These funds will be utilized to support scholarships for African-American nursing students.
 - b. Awarding of scholarships to African-American nursing students in the University of Pittsburgh School of Nursing. During this process, the committee will:
 - 1) Establish criteria for the selection of awardees.
 - 2) Select recipients of the scholarship awards.

Section 2.

A written report shall be prepared by each chairperson for each Standing Committee and any Ad Hoc Committee about their respective committee activities upon the request of the President.

ARTICLE VIII

Budget and Finance

Section 1.

Alumni members support their organization by voluntary contributions to the School of Nursing through the Annual Giving Fund. Members do not pay dues to the Nursing Alumni Society.

Section 2.

Alumni members take an active role in the development effort of the School of Nursing.

1. Work with the Director of Development to understand plan.
2. Participate in identifying and contacting potential prospects.
3. Participate as requested in fund raising events.

Section 3.

Create an Alumni Fund to provide support for alumni projects

1. Create a financial base from various alumni activities
2. Utilize funds for student needs such as conferences, scholarship and special events.

ARTICLE XI

Amendments

Section 1.

These by-laws may be amended by 51% of the voting members of the Executive Board.