

# MARSHALL UNIVERSITY SCHOOL OF MEDICINE

## ALUMNI ASSOCIATION

### Constitution and Bylaws

#### Constitution

The name of this association shall be the "Marshall University School of Medicine Alumni Association."

Purpose of this association shall be:

1. The establishment of a relationship to promote fellowship and professional relations between the school and its alumni.
2. The promotion of the general welfare of the School of Medicine and its development.

The activities of the Marshall University School of Medicine Alumni Association shall encompass all of its objectives. They are:

1. The establishment of a relationship to promote fellowship and professional activities between the school and its alumni.
  - a) The President of the Alumni Association has as one of his/her primary responsibilities, working with the Executive Committee, to develop the program for the Annual Alumni Homecoming Weekend.
  - b) The Executive Committee is responsible for suggesting any other mechanism to promote fellowship and professional relations among its members.
2. The promotion of general welfare of the School of Medicine and its development.
  - a) The Board of Directors will work in cooperation with the Vice

President/Dean to develop a mechanism for assisting in the identification of development projects and fund raising activities for the Alumni Association.

b) The Board of Directors, and other School of Medicine alumni identified by the directors, will act as personal contacts to applicants in their districts or elsewhere to provide them positive recruiting information according to admissions regulations.

## BYLAWS

### Article 1

#### **Membership.**

**Section 1 - Type of Membership.** There shall be three (3) types of membership: 1) active; 2) associate; 3) honorary.

**Section 2 - Active Membership.** The following individuals shall be eligible for active membership:

a) Any person who has completed the regularly prescribed course leading to the M.D. degree at the Marshall University School of Medicine.

**Section 3 - Associate Membership.** The following categories of individuals will be eligible for associate membership:

a) All licensed physicians in the State of West Virginia, which includes faculty members of the Marshall University School of Medicine.

b) Any physician successfully completing one year of postgraduate training in an approved residency program of the Marshall University School of Medicine.

c) All present and previous faculty of Marshall University School of

Medicine with the approval of the Board of Directors of the Marshall University School of Medicine Alumni Association.

**Section 4 - Honorary Membership.** This type of membership is reserved for physicians or individuals who demonstrate outstanding service to the Association or the School of Medicine as benefactors or participants in its activities. Persons are usually proposed for such honorary membership by the Board of Directors of the Association.

## **Article 2**

### **Organization.**

**Section 1 - Officers of the Association.** The officers of the Association shall be:

- a) President
- b) President-elect
- c) Secretary/Treasurer

**Section 2 - Board of Directors.** The governing of the Association shall be the Board of Directors, hereby created, in which shall be vested all powers of the Association, subservient only to these bylaws. The Board of Directors of the Association shall control the affairs of the Association and carry out the mission of the Association. The Board of Directors shall establish policies with regard to the operation of the Association and management of the Association's resource. It will approve the annual operating budget. The Board of Directors will review and approve changes in the programs of the Association consistent with its mission.

- a) There shall not be more than sixteen (16) members of the Board of

Directors.

- b) The Board shall consist of the President, President-elect, Secretary/Treasurer, and thirteen (13) directors or board members. Officers of the Board will be elected annually by the Board=s membership at the meeting prior to the Annual Business Meeting. New officers= terms will commence with the annual business meeting.
- c) The Nominating Committee will present to the Board for approval a slate of potential directors. Term of the office of director shall be four (4) years and they are eligible for two (2) consecutive terms.

The term of office shall be staggered so that no more than one-fourth of the offices shall expire in any one year.

- d) Unexpired vacancies of the Board shall be appointed by the President and approved by the Board of Directors.
- e) Should any director fail to attend more than two (2) consecutive meetings without excuse granted by the Board, the member may be removed by action of the Board.
- f) Ex-officio members of the Board of Directors shall be comprised of:
  - 1. Vice-President and Dean of Marshall University School of Medicine.
  - 2. Associate Dean for Student Affairs
  - 3. Executive Director of the MUSOM Alumni Association
  - 4. Marshall University  
Vice President for Alumni Relations

5. Current class presidents of the Marshall University School of Medicine student body.
  6. Past presidents of the Association
- g) The Executive Committee shall be a standing committee of the Board. The Executive Committee shall be responsible for the direction of the government and management of the Association. This committee shall exercise all the powers of the Board of Directors between meetings of the Board except that it shall not disburse any unbudgeted funds of the Association in excess of \$1,000.00 without approval of the Board. The Executive Committee shall be composed of as follows:
1. The Chairperson of the Committee, who is the current President of the Marshall University School of Medicine Alumni Association.
  2. The President-elect of the Association.
  3. The Secretary/Treasurer of the Association.
  4. Two members of the Board of Directors appointed by the President.
  5. Vice-President and Dean of the Marshall University School of Medicine or their designee, (ex-officio).
  6. Associate Dean for Student Affairs, (ex-officio).
  7. Executive Director of the MUSOM Alumni Association, (ex-officio).
  8. Marshall University Vice President for Alumni Relations (ex-

officio).

9. Class presidents of the Marshall University School of Medicine student body, (ex-officio).

10. Past presidents of the Association, (ex-officio).

h) Quorum for any meeting of the Board shall consist of a majority of the directors in attendance, and such quorum shall have the power to decide any questions which properly may come before the Board.

**Section 4 - President of the Association.** The President shall be elected annually at the regular business meeting of the Board of Directors. The term of the office of President shall be one year and the President can succeed him/herself for an additional term. If the President's term should exceed their board term, he/she will remain on the board to complete the presidency. The President shall preside at all meetings of the Association, appoint all committees except the Executive Committee, and perform such other duties as pertinent to the office. The President shall be an ex-officio member of all committees. Among the President's responsibilities will be organization of the Annual Alumni Homecoming Weekend.

**Section 5 - President-elect of the Association.** The President-elect shall be elected annually at the regular business meeting of the Board of Directors. The term of office shall be (1) one year, at the conclusion of which he/she will succeed to the office of President and serve in that capacity for one (1) year and may serve for a second one-year term. The President-elect shall assist the President in performance of his/her duties, upon request and in the absence or incapacity of the President, shall assume his/her duties. If the office of the presidency is vacated, the President-elect will fill the unexpired term.

**Section 6 - Secretary/Treasurer of the Association.** Secretary/Treasurer shall be elected annually at the regular business meeting of the Board of Directors. The term of office shall be one (1) year, at the conclusion of which he/she may be elected to succeed him/herself if approved by the Board. The Secretary/Treasurer shall attend all meetings of the Association and of the Executive Committee, and keep records of all proceedings. He/she shall assist the office staff in keeping the books and accounts of the Association under direction of the Board of Directors. He/she shall assist the office staff in receiving and acknowledging all monies as the property of the Association and shall be responsible for adequate accounting for the same, and for their prompt transfer to such depositories as may be designated by the Board and for the prompt discharge of the financial obligations incurred by the Association.

**Section 7 -** The annual business meeting of the Association will be conducted at the annual Alumni Homecoming Weekend, the date of which shall be chosen at the discretion of the Board of Directors. In all cases, a yearly term of office shall be from one annual business meeting of the Association to the next such meeting. All officers may be elected to succeed him/herself including the President who can serve two consecutive one-year terms if approved by the Board. Every January, a request for nomination of potential board members will be sent to the School of Medicine alumni. These nominations will be forwarded to the chairperson of the Nominating Committee who will then prepare a slate to be presented to the Board for consideration. The Board membership will be replaced or renewed in compliance with Article 2, Section 2, (b) of the bylaws by the Board.

**Section 8 - Vacancies.** Any vacancy occurring in the office of the Vice President or Secretary/Treasurer of the Association or in the membership of the

Executive Committee shall be filled by the President to be approved by the Board 6

Directors by plurality balloting. A successor so chosen will complete the unexpired term of the one whom he/she succeeds.

**Article 3 Meetings.**

**Section 1 - Meetings of the Association.** The Board of Directors shall meet biannually. These two (2) meetings will coincide with the Annual Alumni Homecoming Weekend and the Investiture of the School of Medicine. The Board of Directors can meet as necessary at the call of the president or at the request of any three (3) voting members of the Board of Directors. The Secretary shall issue a call for any meeting at the direction of the President allowing at least two weeks in advance, if possible. A majority of the Board in attendance shall constitute a quorum for the meetings of the body. The meeting of the Board of Directors shall be open to any active member of the Association. The Annual Meeting of the Association shall be held at the Alumni Homecoming Weekend Board meeting. Members will be notified at least thirty (30) days in advance of the meeting by appropriate means.

**Section 2 - Voting Privileges.**

Active members whose dues covering the current fiscal year have been paid prior to the time the meeting is called to order have voting privileges. Proxy voting shall not be permitted.

**Section 3 - Privilege of the Floor.** Any member of the Association, whether active, associate, or honorary, shall be granted the privilege to speak from the floor of any meeting, subject only to customary recognition by the presiding officer.

**Section 4 - Quorum.** A quorum shall be declared present whenever the number of



active members not holding an elected office in the Association exceeds the total number of elected offices.

**Section 5 - Meetings of the Executive Committee.** Executive Committee shall hold at least two (2) meetings during each year. These meetings will coincide with the Annual Alumni Homecoming Weekend and the commencement exercises for the School of Medicine. The Executive Committee shall also meet as necessary at the call of the Chairperson, or at the request of any three members of the Committee. The Secretary shall issue the call for any meeting at the direction of the Chairperson and at least two (2) weeks in advance shall constitute a quorum for the meetings of that body. These meetings shall be open to all Board of Directors who are not members of the Executive Committee.

**Section 6 - Rules of Order.** The business of all meetings shall be conducted in accord with Robert's Rules of Order

**Article 4 Submitting Nominations and Elections.**

**Section 1 - Nominating Committee.** At the annual business meeting, the President of the Association will appoint a nominating committee of three (3) members to serve for the ensuing year. It shall be the duty of the Nominating Committee to submit to the Board of Directors for approval a slate of officers and the name of one (1) candidate for each vacant board position in accord with the provisions of Article 2 who will be installed at the Annual Meeting.

**Section 2 - Elections.** After receiving the report of the Nominating Committee, the President shall ascertain, before proceeding with the election of nominee, whether there are further nominations for that office. The manner of casting votes shall be at

the discretion of the presiding officer unless overruled by regular procedure as prescribed in Robert's Rules of Order.

**Article 5      Fiscal Year.**

The fiscal year of the Association shall begin on July 1 of one (1) year and terminate on June 30 of the succeeding year.

**Article 6      Amendments.**

These bylaws may be amended by a majority vote of the Board of Directors at any official Board meeting. Any proposed amendment shall be provided in writing to all Board members at least thirty (30) days prior to a duly called meeting. No amendment shall take effect unless duly approved by the Board of Directors.

**Article 7      Dues.**

Separate dues will be assessed for active and associate members of the Alumni Association. The dues schedule will be set annually by the Board of Directors. Assessment of dues will begin after the first year following graduation.

**Article 8      Permanent Alumni Registrar.**

The permanent Alumni Registrar will be appointed by the Vice-President and Dean of the School of Medicine. The Registrar shall conduct the correspondence, and shall keep, as far as is possible, a current record of biographical information for each graduate of the School of Medicine. The Registrar shall maintain and have available

for review all minutes of the activities of the Alumni Association. The records shall include but not be exclusive to the activities of the Board of Directors and Executive Committee. The Registrar shall also be responsible for providing clerical services necessary to complete the activities of the Alumni Association. The office of the permanent Alumni Registrar shall be designated as the Alumni Office for the Marshall University School of Medicine Alumni Association. This office should serve as the repository for all pertinent information regarding the Marshall University School of Medicine Alumni Association. The permanent Alumni Registrar shall keep a roster of active members, associate members, and honorary members. Among these responsibilities of the Registrar will be to work with appropriate officials of the medical school and main campus to provide pertinent information for official news releases, publications, and correspondence.

**Article 9      Parliamentary Authority.**

Robert's Rules of Order, new revised (current edition), shall govern the proceedings of the Association in all cases not provided for by the articles of these bylaws.

Amended - 3/1995

Amended - 11/1999 / Approved - 1/21/00

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