The Aultman College of Nursing and Health Sciences is a health-system-affiliated institution of higher learning committed to meeting the needs of nursing and allied health students by providing a coherent general and professional educational experience to prepare individuals for service and leadership roles.

Aultman College Alumni Association
Bylaws

Article I
Name

The name of this organization shall be Aultman College Alumni Association, hereinafter referred to as the "Association".

Article II
Purpose

The Association, through its membership, will:

- Promote the growth, progress, and general welfare of Aultman College of Nursing and Health Sciences ("ACNHS" or the "College");
- Foster mutually beneficial relationships between the College and its alumni;
- Encourage improved educational enterprises, programs and services of the College;
- Enhance the general welfare of the College through the formation, implementation, and management of development programs while encouraging alumni and friends of the College to make gifts, devises, bequests and contributions to the College, the Association and/or Aultman Foundation to perpetuate the traditions, purposes, growth and progress of the College.

Article III
Membership

All ACNHS graduates who have received a degree, diploma or certificate from a program of one year or greater duration from AHSON (Aultman Hospital School of Nursing), ACNHS or any of the College's predecessor organizations shall automatically be members of the Association and eligible to vote. The Executive Board shall provide leadership for members to meet the purpose of the Association. Trustees, appointed by the President, shall serve as Chairpersons of Association Committees under the leadership of the Executive Board.

Article IV
Executive Board

Section 1 – Membership of the Executive Board
The Executive Board shall consist of a minimum of nine (9) individuals including:

- The five (5) officers of the Association, as elected by the Association membership;
- At least two (2) Trustees appointed by the President to serve as chairpersons of Association Committees;
- The ACNHS employee responsible for alumni relations, who will serve as an ex-officio member; and
- A representative from the College's Student Senate, as appointed by the Executive Board, to serve in a non-voting capacity.

Section 2 – Duties
The Executive Board shall have authority to make policy decisions for the Association providing they are not in conflict with these Association bylaws, the bylaws, policies and procedures of the College, or the bylaws, policies and procedures of Aultman Health Foundation. The Executive Board shall have the authority to:

- Carry on the business of the Association;
- Approve expenditures by the Association;
- Establish rules and procedures for the Association; and
- Approve or disapprove reports, resolutions or actions of the Association's officers and committees.

The Executive Board shall plan the Annual meeting of the Association which shall occur during the annual Alumni Event. The Executive Board shall appoint members to the Nominating Committee.

Section 3 – Meetings
The Executive Board shall meet at least twice each academic year (July 1st through June 30th). An Association meeting may be considered an Executive Board meeting if all officers are present. The President of the Association may call meetings by giving (30) days written notice to the Executive Board members. Approval of a majority of the members present at an Executive Board meeting shall be recognized as an act of the Executive Board. An Association member may attend an Executive Board meeting to serve in an advisory role to the Executive Board.

Section 4 – Vacancies

The Executive Board may fill any vacancy that may occur on the Executive Board by the appointment of an eligible member of the Association to serve until the vacancy is filled by vote of the Association's members.

Article V
Officers

Section 1 – Eligibility
Any member of the Association is eligible to serve as an officer.

Section 2 – Officers
The officers of the Association shall be President, President-Elect, Immediate Past President, Secretary and Treasurer. The members of the Association shall elect the officers.

Section 3 – Election and Term
The President shall serve for a term of one year. The President-Elect shall be elected for a one year term. The President-Elect takes office as the President at the end of his/her term as President-Elect. The Immediate Past President and Secretary shall serve one-year terms. The Treasurer will serve for a two-year term. Elections shall be held at the Annual meeting and offices shall be assumed at the first meeting of the academic year.

No officer may serve more than four (4) consecutive full terms. Association members who complete their terms as officers are eligible for re-election one year following the expiration of the officer's previous term. However, should a President want to remain as President for another year, and there is no President-Elect in place, the President will remain for another year. Such a renewal term only applies in certain cases, i.e. when the President-Elect is not in place or declines the role as President.

Section 4 – Resignation and Removal from Office
Any officer may resign at any time, either by oral tender of resignation at an Executive Board meeting or by written notice thereof to the Secretary of the Association. Such resignation shall take effect immediately or at the time specified. Acceptance of such resignation shall not be necessary to make it effective. An officer may be removed with or without cause by a majority vote of the Association members.

Section 5 – Duties

a. President: The President shall conduct all Association meetings, serve as an ex-officio member of all committees, and may appoint special or ad hoc committees with appointed Trustees as Chairpersons. The President will represent the

Association and welcome the College's graduates into the Association at the commencement ceremonies.

b. President-Elect: The President-Elect shall become President after completing the term of office as President-Elect; act as President in the President's absence; serve as a member of the Executive Board; and review the Association bylaws on an annual basis.

c. Immediate Past President: The Immediate Past President serves as Parliamentarian and a consultant to the President for the duration of his/her term; accepts responsibilities as assigned by the President; and serves as a member of the Executive Board.

d. Secretary: The Secretary shall record and distribute minutes of each regularly scheduled Association meeting; and act and serve as a member of the Executive Board.

e. Treasurer: The Treasurer shall pay all bills as approved by the Executive Board; make a financial report at each regularly scheduled meeting; have all Association accounts reconciled at the end of every year; deliver to his/her successor all money, books, accounts, or other property belonging to the Association; serve as a member of the Executive Board; receive and deposit Association funds; serve as a liaison to the Stark Community Foundation; and chair the Scholarship Committee. The Treasurer will participate in the annual College audit on behalf of the Association.

Article VI
Meetings

Section 1 – Regularly Scheduled Meetings
Association meetings shall be held, at a minimum, four times per academic calendar year for the transaction of business and the affairs of the Association. The time of the meetings shall be established annually and the place of the meetings shall be the College. Invited guests may attend regular meetings. The Association will follow the academic calendar of the College.

Section 2 – Annual Meeting
The Executive Board shall designate one (1) regularly scheduled meeting as the Annual Meeting.

Section 3 – Special Meetings
The Executive Board may call special meetings.

Section 4 – Order of Business
The President of the Association shall establish the agenda of business for each meeting. Unless otherwise expressly provided in these bylaws, meetings shall be governed by Robert's Rules of Order, Revised. Any Association member may bring agenda items to the President.

Section 5 – Voting
Each member of the Association shall be entitled to one vote. Matters submitted to vote shall be determined by majority of the members present and voting. Under special circumstances, balloting by mail may be utilized at the recommendation of the Executive Board.

Section 6 – Quorum
All Association members present at any meeting shall constitute a quorum.

Section 7 – Attendance Requirements
Any officer who is absent for three consecutive regular meetings or more than 50% of the regular meetings in any academic year without being excused by the President shall be deemed to have resigned and automatically cease to be an officer.

Section 8 – Nominations
Nominations for Executive Board officers shall be submitted by the Nominating Committee by March and voted on at the Annual Meeting of the same year.

Article VII
Committees

Section 1 – Nominating Committee

a. Composition: The Nominating Committee shall include three members appointed by the Executive Board and the ACNHS employee responsible for alumni relations. The President will appoint a Trustee as the Committee chairperson at the first meeting of the academic year.

b. Duties: The Committee will present nominations of the candidates for the offices of President Elect, Secretary and Treasurer.

c. Ballots: The ballot presented by the Committee shall contain space for write-in candidates. The President shall appoint two members who are not on the ballot to count votes at the election.

d. Meeting: The Committee shall hold at least one meeting prior to the election. The Committee shall submit a report as requested by the President.

Section 2 – Association Committees

The Association shall support the following committees:

a. Scholarship Committee: The Committee will be comprised of three (3) persons (Treasurer and two other Association members) and will develop criteria for the Margaret Lazar/Emma Lupher Scholarship Fund and oversee fundraising for alumni-supported scholarships.
b. Alumni Events Committee: The Committee will be comprised of a minimum of two (2) persons (an appointed Trustee and the ACNHS employee responsible for alumni relations) and will plan the annual alumni event and weekend activities, including the Annual Meeting of the Association, in addition to developing, reviewing and implementing alumni social, cultural and educational programs.
c. Ad Hoc Committees: The President may designate Ad Hoc Committees. Such Committee responsibilities may include, but are not limited to, College history/archiving, public relations, finance, and honors/recognition for Association members.

The President of the Association shall annually appoint Trustees to serve as chairpersons for the Alumni Events and Nominating Committees at the first Association meeting of the academic year. The President shall appoint, on recommendation of either the Association membership or the Executive Board, or upon request of a member, the Trustees and other persons serving on Committees. The President shall also appoint (a) Trustee(s) to serve as chairperson for Ad Hoc Committees on an as-needed basis throughout the academic year. Representatives of the College who are not Association members are eligible to chair and/or serve on Committees. All Committees, including Ad Hoc, shall submit annual reports and any interim reports as requested by the Executive Board.

Article VIII
The Office of Alumni

ACNHS will maintain an Office of Alumni under the supervision of an appropriate representative of the College or the ACNHS employee responsible for alumni relations. The Office will organize and maintain alumni records, manage and retain Association business records and documents, and involve alumni in programs to achieve the College's institutional goals and objectives. The Office will plan and offer social, cultural and educational programs to serve members of the Association. The Office will involve parents of current students in Association activities where appropriate. The Office will work in cooperation with the Executive Board and Association Committees to develop alumni publications.