

UNIVERSITY OF TEXAS SCHOOL OF PUBLIC HEALTH

ALUMNI ASSOCIATION

BYLAWS

Draft: May 17, 2006

These bylaws establish the Alumni Association of the University of Texas School of Public Health and the procedures for the conduct of its business. The alumni Association of the University of Texas School of Public Health hopes to provide a mechanism for communication and networking for all alumni from the Regional Campuses and foster communication and collaboration between alumni, faculty, and students at all of the campuses.

ARTICLE I – NAME

The name of this organization shall be the University of Texas School of Public Health Alumni Association (hereinafter referred to as the “Alumni Association”)

ARTICLE II – PURPOSE AND OBJECTIVES

The purpose of the Alumni Association is:

- Support and promote the activities of the University of Texas School of Public Health (“UTSPH”)
- Support and promote public health education, research, and service

The objectives of the Alumni Association are:

- To organize the alumni of UTSPH for the promotion of the welfare of the School.
- To maintain a strong relationship between the alumni and the School of Public Health.
- To help strengthen the long term financial health of the School through support of its fundraising efforts.
- To promote public participation in and disseminate information on topical health issues affecting the global population
- To foster and sustain a sense of collegiality among its members.
- To identify and develop resources to assist alumni, students, and faculty in their careers.
- To foster and promote participation of the alumni in the educational, scientific, and research activities of the School of Public Health.

ARTICLE III – MEMBERSHIP

Section 1: Membership

All graduates from the UTSPH at the University of Texas Health Science Center at Houston (“UTHSC-H”) are members of the Alumni Association. All members are eligible to vote in general and committee elections and to hold office. The Alumni Association shall not discriminate on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, disability, or marital status. Under no circumstances will such discrimination be tolerated in connection with any activities of the Alumni Association.

Section 2: Affiliation Groups

As a department focus of the Alumni Association, and affiliated alumni section may be created by application to and approval of the Governing Board. The application must be signed by a minimum of fifty alumni who will become members of the proposed Section.

- a) The bylaws and mission of the affiliated section shall not be in conflict with the bylaws of the Alumni Association. The affiliated Section shall elect or appoint its own officers.
- b) The official name of the affiliated section shall be _____ (department/curriculum) Section of the Alumni Association of the University of Texas School of Public Health

As a geographic or constituent based focus for the Alumni Association, an affiliated alumni network may be created by application to and approval of the Governing Board. The application must be signed by a minimum of twenty-five alumni who will become members of the proposed network.

- a) The bylaws and mission of the affiliated network shall not be in conflict with the bylaws of the Alumni Association. The affiliated network shall elect or appoint its own officers.
- b) The official name of the affiliated chapter _____ (location or constituent group) Network of the University of Texas School of Public Health Alumni Association.

Section 3:

Membership in the Alumni Association shall be for life.

Section 4:

No dues shall be charge3s for the privilege of being a member. Constituent sections and networks will also be open to membership without the requirement of payment or dues.

ARTICLE IV – ALUMNI ASSOCIATION EXECUTIVE BOARD

Section 1: Definition

The Alumni Association Executive Board (“Board”) shall direct the general policy of the Alumni Association and shall be the governing body of the Alumni Association with the power to act on all matters for the best interests of the alumni body consistent with the provisions of the bylaws, including but not limited to calling meetings of the membership, the filling of vacancies in offices, and authorization of expenditures.

Section 2: Composition

The Board shall be a sixteen member committee (eleven voting and 5 non-voting members) composed of the elected officers, committee chairpersons, and ex officio members. The eleven voting members shall be elected officers and the committee chairpersons. No person shall hold more than one voting position on the Executive Board at any given time.

- a) Elected Officers – The elected positions of the Executive Board are the President, President-Elect, Secretary, Treasurer, and three At-large Directors. These positions are elected by a general election as outlined in Article VIII to be held at the Annual Meeting every other year.
- b) Committee Chairpersons – There shall be 4 standing committees: Development, Membership, Program, and Social. These committees shall select a chairperson of the respective committee. An alternate, who is not a member of the Board, shall also be named at that time who can step in as the committee’s representative if necessary. Ad hoc committees can be formed at the discretion of the President as needed to address additional concerns of the Alumni Association. Chair of the Ad Hoc committees will be non-voting members of the Board.
- c) Ex officio Members – There shall be five non-voting Ex officio members of the Board: The Dean of UTSPH or his/her designee; the Director of UTSPH Office of Student Affairs, or his/her designee; a member from the Faculty Senate; a member of the SPH Student Association; and the Director of UTSPH Development Office or his/her designee.

Section 3: Responsibilities

All members of the Board should participate in all meetings of the Board and the activities of their respective committees as described here or in Article V and prepare and present regular reports of their committee’s activities.

- a) President – The President shall be the voice of the Alumni Association in all matters pertaining to the organization and shall represent the alumni of the School at official SPH or UTHSC-H functions. He/she is also responsible for calling general meetings of the Alumni Association and meetings of the Board and preparing for and presiding over such meetings.
- b) President- Elect – The President-Elect will succeed to the office of the President and shall assume the duties of the President in his/her absence. He/she shall also assist the President in any way the President deems necessary in administering the activities of the Alumni Association.
- c) Secretary – The Secretary shall prepare and distribute the minutes from all Alumni Association or Board meetings and is responsible for maintain records of such meetings and Alumni Association activities. He/she shall also notify appropriate persons of all Alumni Association meetings called by the President.
- d) Treasurer – The Treasurer shall prepare a budget for the Alumni Association based on the planned activities for the coming year. He/she shall also present a financial report at each

meeting of the Board, a summary report at the Annual Meeting, and oversee the expenditure and disbursement of Alumni Association funds.

- e) At-large Directors – The three At-large Directors shall serve the Alumni Association in general matters and perform other related duties as requested by the President in administering activities of the Alumni Association.

Section 4: Eligibility to Hold Office

All members of the Alumni Association are eligible to serve on the Board unless he/she has been previously removed from a Board position.

Section 5: Terms of Office

All members of the Board shall serve for two year terms. No member by serve in the same position for more than two consecutive terms.

Sections 6: Vacancies

If, before the expiration of the term for which he/she is appointed, the President resigns, is removed, or becomes disqualified, the President-Elect shall succeed to the office vacated for the unexpired portion of the term. If the President-Elect is unable to succeed to the Presidency, the Board shall select from its body a person to serve as President. If the President-Elect, Secretary, Treasurer, or any At-large Director is unable to serve, the Board shall select a person to serve the unexpired portion of that term.

If a vacancy should occur for any of the committee chair, the alternate committee chair shall become the new chair and the committee shall select a new alternate chair.

Section 7: Removal from Office

Any member of the Executive Board may be removed from the office by an affirmative vote of two-thirds of the Executive Board (including 5 ex-officio board members) at regularly scheduled meeting. Grounds for removal from office include, but are not limited to,

- a) The failure to adequately fulfill the duties of office for any reason or as demonstrated by the member's absence at all Executive Board or committee meetings in two consecutive months,
- b) Knowingly misrepresenting the Alumni Association, or
- c) Conducting business on behalf of the Alumni Association when not so authorized.

Grievances against a member of the Executive Board may be presented in written form to the President by any alumni member of the Alumni Association at any time. In the event that the President is named in the grievance issue, it should be presented to the highest-ranking member of the Executive Board not named in the grievance who will also chair that portion of the meeting at which the issue is acted upon. Grievance shall be distributed to all members of the Executive Board at least five days prior

to the regularly scheduled meeting at which the issue is to be acted upon. Should a grievance be presented less than five days before the next regular meeting of the Executive Board, the issue will not be acted upon until the first regular meeting following. While Executive Board members named in a grievance issue are encouraged to attend this meeting, their presence is not necessary for action to be taken. The unnamed members of the Executive Board may impose any lesser penalty or take other appropriate action in lieu of removal from office where deemed warranted. In the event of the two-thirds affirmative vote for removal from office, the position will immediately be declared vacant and the impeached member shall be barred from participation as a candidate in the subsequent Alumni Association elections.

ARTICLE V – COMMITTEES

Section 1: Ad hoc Committees

The President shall have the authority to appoint ad hoc committees on any of the variety of issues as necessary. Ad hoc committees shall be dissolved at the end of the term of the appointing President unless their commission is completed at the sooner date, or unless continued by the new President upon taking office.

Section 2: UTSPH and UTHSC-H Committees

The President shall respond to requests from the UTSPH Dean or chairperson of the faculty of the President of the UTHSC-H seeking names of alumni representatives to serve on standing and special committees.

Section 3: Standing Committees

The standing committees of the Alumni Association shall be:

1. Membership
 2. Development
 3. Programs
 4. Social
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- a) Alternate Committee Chairpersons – Each standing committee of the Alumni Association shall name one representative to serve as the alternate chairperson of that committee. The alternate chairperson may not hold another elected position within the Alumni Association and shall be selected by the respective committee members. The alternate committee chairpersons should assist the chairperson of the respective committee in all committee activities and shall assume the duties of the Committee Chairperson in his/her absence.
 - b) General Responsibilities – Each standing committee shall provide a written report to the Board at least two days prior to any scheduled meeting of the Board
 1. Membership Committee – This committee oversees the keeping of membership records of the Alumni Association. The duties of this committee include, but are not

limited to, maintaining a database of membership contact information, tracking and contacting new members upon graduation, and outreach to existing members to increase active participation in Alumni Association events.

2. Development Committee – This committee shall oversee the planning of fundraising activities for the Alumni Association and the UTSPH. Its duties include, but are not limited to, planning events to raise money for the Alumni Association general fund, and working with the UTSPH Development Office to raise funds for the UTSPH.
3. Programs Committee – This committee shall plan professional development events for the Alumni Association. The duties of this committee should include, but are not limited to, gathering information from Alumni on programs that would be of professional interest, planning such events in conjunction with Alumni, students, faculty and staff, and advertising these events through the Alumni Association website, newsletter, etc.
4. Social Committee – This committee shall plan social events for the Alumni Association. The duties of this committee should include, but are not limited to, gathering information from Alumni on social events that would be of interest, planning such events, and advertising these events through the Alumni Association website, newsletter, etc.

ARTICLE VI – Meetings

Section 1: Annual Meeting

The membership of this organization shall be invited to meeting once a year and the date of such general meeting shall be set by the Board and promulgated to the membership at least sixty days in advance. In addition to any business that will legitimately come before the membership, annual elections for Directors to the Board shall take place before this meeting.

Section 2: Board Meetings

- a) Regular Meetings – The Board shall meet [] at regular meeting time established and posted at the beginning of each year. All regular meetings are open to all Alumni Association members.
- b) Special Meetings – A special meeting of the Board may be called by the President, by the written request of ten or more alumni members of the Alumni Association. Such written request should be given to the President or the President-Elect. Upon receipt of the request for a special meeting, the president and President-Elect shall schedule the special meeting within ten business days with at least 72 hours advance notice. Special meetings may be open to the membership or held in executive session, subject to the discretion of the President or President-Elector by a majority of the Board.

ARTICLE VII – FINANCE AND BUDGET

No financial obligations shall be incurred by any Executive Board member or standing committee except as authorized within the annual budget or by special action approved by the

Executive Board. The fiscal year shall conform to the calendar year. The Treasurer shall prepare and post a financial report before each board meeting unless no activity was undertaken stating at the outset of funds available and giving an account of how funds were distributed. The Executive Board shall have the final say of allocation of all Alumni Association funds.

ARTICLE VIII – ELECTIONS

Section 1: General Elections

An Alumni Association general election shall be held to decide the elected members of the Board. Such elections shall be administered by the President and the ad hoc Elections Committee according to the voting procedures outlined below. Voting in general elections may be by either written or electronic ballot (web-based or by email) but not in combination. The election outcome for each position shall be determined by a plurality vote (the candidate receiving the most favorable ballots).

Section 2: Committee Elections

The chairpersons for all of the standing committees shall be elected within the respective committees by plurality vote. Voting shall be by either written or electronic ballot but not in combination. If there is only one nominee, a voice vote may be taken. The President Elect or a designate from the Executive Board shall oversee this process for each committee.

Section 3: Nominations

Nominations for the Board members shall follow the process outlined below and are overseen by the President and the ad hoc Elections Committee. The nominations period for elected positions shall be two weeks prior to the general election. Any Alumni Association member may nominate a potential candidate, including self-nominations, and all nominations must be confirmed with the nominee.

Section 4: Special Elections

A special election may be held at any time as necessary and shall follow the same procedures as electing the member through a general or committee election.

ARTICLE IX – ALUMNI REFERENDA

Any Alumni Association member may request a referendum on issued pertaining to alumni by presenting such a request in writing to the President at least two days prior to a regularly scheduled meeting of the Executive Board. The issue of a referendum shall be placed on the agenda for the next regular meeting of the Board and a majority of the voting members shall vote to hold the referendum. The referendum will then be held in accordance with the procedures for a general election as outlined in Article VIII. The referendum shall be passed if approved by a two-thirds majority of those alumni voting.

ARTICLE X – JURISDICTION

The Alumni Association Board shall be advisory to the Dean of UTSPH. It may elaborate a position or positions on matters within the school or on matters generated within the Alumni Association. Its recommendations, if any, shall be forwarded to the Dean of UTSPH or the appropriate designate in writing.

ARTICLE XI – RATIFICATION

After adequate notification, ratification of this version of the By-Laws should occur through a special balloting and acceptance by a majority of those voting. For future ratification by By-Laws, after adequate notification, a majority of those alumni voting in a special balloting will determine ratification.

ARTICLE XII – AMENDMENTS

SECTION 1: Bylaws

Amendments to these bylaws may be proposed by a written petition of at least fifty alumni members of the Alumni Association. Such proposed amendments must be submitted for inclusion on the agenda and for distribution of the Board at least 10 days prior to the meeting in which the proposals are to be considered. The issue of amending the bylaws shall be placed on the agenda for the next regular meeting of the Board and a majority of the voting members shall vote to consider the amendment. The proposal for amending the bylaws shall then be posted for all Alumni Association members to consider and a General Assembly of the Alumni Association shall be held in two weeks to allow for the open discussion of the proposal. The amendment shall then be put to a vote of two weeks after the General Assembly according to the voting procedures outlined in Section VII above. Amendments to the bylaws shall be adopted by a two-thirds majority vote of the Alumni Association membership voting.