



## **WesternU Alumni Association By-Laws**

**Edited September 2021**

### **Article I - Name**

#### **Section 1.0**

The Name of this organization shall be the “WesternU Alumni Association,” and herein referred to as the WUAA.

### **Article II – Members**

#### **Section 1.0**

Any person who attended Western University of Health Sciences and completed any degree will be considered members of the WUAA and are eligible for Association benefits.

### **Article III - Purpose**

#### **Section 1.0**

This Alumni Association has been formed as an unincorporated association of Western University of Health Sciences for the following purposes:

- To engage all WesternU Alumni
- To cultivate and foster professional and social relations between the graduates, matriculants, and the staff of the university.
- To support and advance the cause of the University’s goals and mission
- To provide a recognized medium for the expression of sentiment of the alumni

### **Article IV - Colors and Emblems**

#### **Section 1.0**

The colors of the WesternU Alumni Association shall be the university branded colors.

#### **Section 2.0**

The emblem of the WesternU Alumni Association shall be the emblem of the University with the words "Alumni Association" below it.

## **Article V – Alumni Leadership Board Structure**

**Section 1.0** The Alumni Leadership Board, known as the "Alumni Leadership" or "Leadership", shall manage the business of the Association between the annual general membership meetings of the WesternU Alumni Association.

**Section 2.0** Leadership may fill by appointment any vacancy occurring in any office. The Alumni Leadership Board shall have the power to remove any officer or board member whenever, in the judgment of two-thirds of the entire Board, the best interest of the Association will be served. The Alumni Leadership Board must approve the President's committee and individual appointments.

**Section 3.0** Voting Board Members shall consist of the following officers:

- President
- Vice-President/President Elect
- Secretary
- Treasurer
- Immediate Past President

Non-Voting Board Members shall consist of the following officers

- Ex-officio members

The ex-officio members will serve as liaisons between the alumni and the Board of Trustees. When a vacancy occurs in the membership of the Board, such vacancy shall be filled in accordance with *Section 2* of this Article.

## **ARTICLE VI – Alumni Leadership Board Duties**

**Section 1.0** Officers and Committee Chairs must be active members of the Association but need not be current members of the Alumni Leadership Board at the time of the election as officers. Officers and Committee Chairs are encouraged to give a “gift” to the University per calendar year. They will be installed prior to adjournment of the annual meeting of the Association. Once installed individuals in elected positions will work collaboratively with the Office of Alumni Relations.

**Section 2.0** ***President.*** The President shall be the Chairperson of the Board and shall be expected to preside at its meetings. In addition, the President shall have general supervision of the affairs of the Association; shall perform other such duties as the Board may assign, as may be provided by the By-laws; shall perform all duties customarily assigned a president; and with the Board's approval, shall appoint individuals and committees.

- Section 3.0** ***Vice President/ President Elect.*** In the President’s absence, the Vice President/President Elect shall perform the duties of the President and other duties as assigned. The Vice President/President Elect shall be acquainted with all matters pertaining to the Association. The Vice President/President Elect shall perform any duties assigned by the President or the Board.
- Section 4.0** ***Secretary.*** The Secretary shall be responsible for the proper keeping of the records and minutes of the Association. The Secretary will consistently send the minutes to be uploaded to the WesternU Alumni Association document archive. If the Secretary is unable to attend a meeting, the President shall assign another officer to take meeting minutes.
- Section 5.0** ***Treasurer.*** The Treasurer shall be responsible for the proper keeping of any funds designated by the Alumni Leadership Board. The Treasurer will provide fund reports prior to each Leadership meeting.
- Section 6.0** If the Alumni Leadership Board determines special circumstances exist (such as inadequate nomination response) the board may adjust the nomination and voting timelines. In addition, if an Alumni Leadership Board member resigns during term of office or if no willing candidates are identified via the nomination or voting process, then the Leadership Board may appoint a qualifying member to the position. The appointment shall be for the remainder of the resignee’s term or until the next election/ installation period, whichever is least (i.e. not to exceed a 1-year period).

## **ARTICLE VII –** **Election of Officers &** **Terms of Office**

- Section 1.0** The term of office for the WesternU Alumni Association shall be one calendar year. Leadership Board members may serve no more than two consecutive terms (for a total of two years). A break in term must consist of at least one year.
- Section 1.1** ***President.*** The President of the Association shall assume office the year following the election as Vice President/President-Elect for the term of one year. The President shall be elected, and the term of office shall be one year or until their successors are duly installed.
- Section 1.2** ***Vice President/President Elect.*** The Vice President/President Elect is elected by the majority of WesternU Alumni Association members annually for a term of one year. The Vice President shall be elected, and the term of office shall be one year or until their successors are duly installed.
- Section 1.3** ***Secretary.*** The Secretary shall be elected by the majority of WesternU Alumni Association members annually for a term of one year. The Secretary shall be elected, and the term of office shall be one year or until their successors are duly installed.
- Section 1.4** ***Treasurer.*** The Treasurer shall be elected by the majority of WesternU Alumni Association members annually for a term of one year. The

Treasurer shall be elected, and the term of office shall be one year or until their successors are duly installed.

## **ARTICLE VIII – Meetings of the Alumni Leadership Board**

- Section 1.0** The frequency of meetings shall be determined by the Alumni Leadership Board, and University Advancement during its' annual retreat.
- Section 2.0** A quorum shall be present in any official meeting of the Alumni Leadership Board in order for Leadership Board to conduct its' business.
- Section 3.0** Additional meetings may be scheduled at the discretion of the Alumni Leadership Board, the Office of Alumni Relations, or via the Senior Vice President of University Advancement.
- Section 4.0** Any Board member who has two consecutive, unexcused absences for official Board meetings shall be considered resigned from the Alumni Leadership Board. Authorized excuse from a Board meeting shall be at the discretion of the President.

## **Article IX – Committees of WUAA**

- Section 1.0** *Standing Committees.* The President shall appoint, with the advice and consent of the Alumni Leadership Board, the Chair and members of the standing committees. The standing committees consist of the Program and Events Committee, Mentoring Committee, and the Communications Committee. The Chair of each committee shall report to the President and the Alumni Leadership Board.
- Section 2.0** *Ad hoc Committees.* The President may create ad hoc committees when deemed necessary to carry out the work of the Board. The President shall appoint, with the advice and consent of the Board, the Chair and members of the ad hoc committees. Members of these committees may be any active WUAA member. The Chair of each committee shall report to the President and the Board.

## **ARTICLE X – Duties of Standing Committees**

- Section 1.0**                      ***Program and Events Committee.*** The committee serves to create programming and events.
- Section 1.1**                      This committee consists of a Chair and Committee Members. It is made up of active board members, including those in service following their term in an office. The positions of Chair will be determined by a vote of the Committee. It is understood that this Committee works closely with the Office of Alumni Relations to complete any tasks at hand.
- Section 1.2**                      The term on the committee is at least 1 year. The preferred term is 2 years, allowing for continuity of attention to the Committees' business.
- Section 1.3**                      ***Program and Events Chair/ Co-Chair.*** The Program and Events Chair/ Co-Chair shall be responsible for providing committee updates at Alumni Leadership Board meeting once a quarter. The chair will work collaboratively with the Office of Alumni Relations to develop the agenda for committee meetings. During committee meetings the chair shall lead the meeting through the agenda, while encouraging other committee members to participate. The chair will also provide a draft list of in person / virtual programs and events.
- Section 2.0**                      ***Mentoring Committee.*** The committee serves to create meaningful connections between WesternU students and alumni.
- Section 2.1**                      This committee consists of a Chair and Committee Members. It is made up of active board members, including those in service following their term in an office. The positions of Chair will be determined by a vote of the Committee. It is understood that this Committee works closely with the Office of Alumni Relations to complete any tasks at hand.
- Section 2.2**                      The term on the committee is at least 1 year. The preferred term is 2 years, allowing for continuity of attention to the Committees' business.
- Section 2.3**                      ***Mentor Chair/ Co-Chair.*** The Mentor Chair/Co-Chair shall be responsible for providing committee updates at Alumni Leadership Board meeting once a quarter. The chair will work collaboratively with the Office of Alumni Relations to develop the agenda for committee meetings. During committee meetings the chair shall lead the meeting through the agenda, while encouraging other committee members to participate. The Mentor Chair will promote the Alumni Mentor Program via word of mouth and targeted emails to WesternU Alumni and Students. The Chair will also provide feedback on how to improve the program and its software platform performance.

**Section 3.0**                      ***Communications Committee.*** The committee serves to provide communication updates to the WesternU community on behalf of the WesternU Alumni Association.

**Section 3.1**                      This committee consists of a Chair and Committee Members. It is made up of active board members, including those in service following their term in an office. The positions of Chair will be determined by a vote of the Committee. It is understood that this Committee works closely with the Office of Alumni Relations to complete any tasks at hand.

**Section 3.2**                      The term on the committee is at least 1 year. The preferred term is 2 years, allowing for continuity of attention to the Committees' business.

**Section 3.3**                      ***Communications Chair/Co-Chair.*** The Communications Chair/Co-Chair shall be responsible for providing committee updates at Alumni Leadership Board meeting once a quarter. The chair will work collaboratively to develop the agenda for committee meetings. During committee meetings the chair shall lead the meeting through the agenda, while encouraging other committee members to participate. The Communications Chair will also review and provide feedback on the alumni newsletter, "Where We've Been. Where we're going."

**ARTICLE XI –**                      Parliamentary conduct at all meetings shall be closely adhered to and shall  
**Parliamentary**                      be governed by the current edition of *Robert's Rules of Order – Newly*  
**Procedure**                      *Revised.*