

**University of Wyoming Alumni Association  
Nursing Chapter**

***By-Laws***

**DRAFT: February 18, 2019**

**Article I. Name**

The name of this Organization/Club shall be the University of Wyoming Alumni Association Nursing Chapter (UWAANC).

**Article II. Purpose**

The UWAA Nursing Chapter is committed to the following:

- 1) Providing Fay W. Whitney School of Nursing (FWWSON) alumni with a connection to UW and the School.
- 2) Expanding University of Wyoming Alumni Association (UWAA) outreach across the nation and the world.
- 3) Promoting participation in the UWAA and the FWWSON.
- 4) Coordinating activities, events and communications that bring alumni together to mentor one another, mentor current students, and support UW, UWAA, UWAANC, and FWWSON.

**Article III. Membership**

- 1) Members:
  - a) The members of this organization shall be alumni of the Fay W. Whitney School of Nursing at the University of Wyoming.
  - b) Alumni become members by completing an application for membership through the UWAA and paying the membership fee.
- 2) Privileges and Responsibilities of Membership:
  - a) Voting: Each member is entitled to one vote.
  - b) Privileges: Each member shall be entitled to all services of the organization, including attending meetings and other events, voting, nominating officers, and being a candidate for office.
  - c) Participation: Each member shall be entitled to participate in all organizational events.
  - d) Responsibilities:
    - i) Promote the purposes of the UWAA Nursing Chapter.
    - ii) Participate in mentoring opportunities.
    - iii) Attend meetings and other events.
    - iv) Hold office when requested and able.

**Article IV. Board of Directors**

The responsibility for all business matters lies with the Board of Directors, which consists of the officers and any board members at large. Board members at large may include (but are not limited to) the following: staff support, faculty liaison, UWAA

liaison, and student representative. The Board is responsible for the overall policy and direction of the association.

- 1) The board shall meet at least semiannually. The quorum for transaction of business is at least half of the officers. In the event of a vote resulting in a tie, the board members at large will vote to break the tie.
- 2) There may be 0 to 5 board members at large. The actual number will be set by the board and may be changed by majority vote of the board.

#### **Article V. Officers**

- 1) UWAANC shall have the following officers (each office may be shared by up to two members) elected from the current membership:
  - a) President
  - b) Vice-President
  - c) Secretary
- 2) Qualifications: The officers must be current members of the organization.
- 3) Duties of Officers:
  - a) The President(s) shall preside at all meetings; be responsible for appointing all standing, special, and ad hoc committees; and shall perform such other duties as usually required of this office. The President(s) of the organization shall be an ex officio member of all committees.
  - b) The Vice-President(s) shall act in the absence of the President(s) in all capacities as listed above and shall assist in conducting the business of the organization.
  - c) The Secretary(-ies) shall keep a permanent record of proceedings, meeting minutes, and reports.
- 4) Terms of Office:
  - a) Officers shall be elected every two years by the members through an electronic vote. Elections shall be by ballot and a majority of the votes cast shall elect.
  - b) Each officer shall take office in January and serve a two-year term and may be re-elected consecutively to the same office for an additional two-year term.
- 5) Vacancies:
  - a) A vacancy in the office of the President (if the position is not already doubled) shall be filled by the Vice-President(s). If another vacancy on the board arises, the President shall appoint a member of the UWAANC to complete the designated term.
  - b) Resignation from the board must be in writing and received by the Secretary
  - c) Board members will attend and participate in meetings. If there is a pattern of non-participation, the President(s) will address on an individual basis.

#### **Article VI. Committees**

- 1) The President(s), subject to the approval of the board of directors, shall appoint such standing, special, or ad hoc committees as may be required by the bylaws or as necessary. Committee Chairpersons shall be appointed by and responsible to the President(s) and may be selected from the Board or from the general UWAANC membership

- 2) A vacancy in a Committee Chairperson position shall be filled by appointment of the President(s) of the organization with input from the outgoing Committee Chairperson.

**Article VII. Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of the organization.

**Article VIII. Alumni Association Policies**

This organization shall abide by all applicable policies instituted by the University of Wyoming Alumni Association and the Fay W. Whitney School of Nursing.

**Article IX. Amendments**

These bylaws may be amended by a majority vote of two-thirds of the board of directors. The membership shall be notified of adopted bylaw amendments by the most feasible means.