

**University of Wyoming Alumni Association
School of Nursing Chapter**

**By-Laws
DRAFT: January 19, 2015**

Article I. Name

The name of this Organization/Club shall be the University of Wyoming Alumni Association School of Nursing Chapter or UWAA Nursing Chapter.

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 support UW, the UWAA and the 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) They 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 be a candidate for office.
- c) Participation: Each member shall be entitled to participate in all organizational events.
- d) Responsibilities: Each member shall be as follows:
 - i) Promote the purposes of the UWAA Nursing Chapter.
 - ii) Attend meetings and other events.
 - iii) Hold office when requested and able.

Article IV. Membership Meetings

- 1) The business meetings of the membership will be held as needed. Notification of this meeting shall be made 30 days prior to said meeting.
- 2) The President of the organization may call other meetings.
- 3) Quorum: At all meetings of the organization, the members present at a properly announced meeting shall constitute a quorum.

Article V. 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. The Board is responsible for the overall policy and direction of the association.

- 1) The board shall meet at least semiannually at an agreed upon time. The quorum for transaction of business is at least half of the officers and board members at large.
- 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 VI. Officers

- 1) UWAA Nursing Chapter shall have the following officers elected from the current membership:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

- 2) Qualifications:

- a) The officers must be current members of the organization.

- 3) Duties of Officers:

- a) The President shall preside at all meetings and 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 of the organization shall be an ex-officio member of all committees.
- b) The Vice-President shall act in the absence of the President in all capacities as listed above and shall assist in conducting the business of the organization.
- c) The Secretary shall keep a permanent record of proceedings, meeting minutes and reports.
- d) The Treasurer shall advise the chapter on the finances of the organization and assists in formulating budgets for regular and special activities. The Treasurer also prepares a yearly financial statement of operations.

- 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 shall be filled by the Vice-President unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members by a majority of votes cast. A vacancy in the office of the Vice-President shall be left vacant with the President delegating the duties of that position.
- b) Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the Board due to excess absences. A

board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Article VII. Committees

- 1) The President, 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, as he or she finds necessary. Committee Chairpersons shall be appointed by and responsible to the President.
- 2) A vacancy in a Committee Chairperson position shall be filled by appointment of the President of the organization with input from the outgoing Committee Chairperson.

Article VIII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all 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 IX. 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 X. 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.