



LSU Health Sciences Center
School of Allied Health Professions Alumni Association
Constitution & Bylaws
Adopted July 1, 2010

ARTICLE I—NAME & STATUS

The name of the organization is the Louisiana State University Health Sciences Center – New Orleans School of Allied Health (SAHP) Alumni Association, hereinafter called “the Alumni Association.”

The Association is a part of the University structure and is subject to the oversight of the LSU President and the Louisiana Board of Regents. The Alumni Association operates under the auspices of the Foundation for the LSU Health Sciences Center and the Board of the LSU Supervisors System as the Alumni Association for LSU SAHP.

ARTICLE II—PRINCIPAL OFFICE

The principal office of the Alumni Association is located at SAHP, 1900 Gravier Street, in New Orleans, Louisiana.

ARTICLE III—MISSION

The mission of the Alumni Association is to create relationships among alumni and support current students of our school.

To advance this mission, the Alumni Association shall:

- Provide the leadership, service, and financial support necessary to enrich the academic, intellectual, and social experience of SAHP students;
- Enhance, strengthen, and develop the academic reputation of SAHP and reinforce and validate the worth of and pride in the SAHP academic experience;
- Continue to develop and enhance the bonds between the SAHP, its alumni, and other varied constituents;
- Use every opportunity to elevate and to heighten the SAHP image and to instill pride within the greater allied health community of students, faculty, staff, parents, and alumni, as well as with the citizens of Louisiana;
- Promote cultural awareness within the SAHP family;
- Serve as the SAHP advocate before the state and national political leadership.

All of the Alumni Association's initiatives, programs, services, operations and plans shall serve to advance its mission. The mission of the Alumni Association shall be reviewed and examined on at least an annual basis to insure its appropriateness, validity, and significance.

ARTICLE IV—MEMBERSHIP

Section 1. Eligibility

Membership in the SAHP Alumni Association is extended to all graduates. Only members shall be able to serve in the elective positions of the Alumni Association.

ARTICLE V—ASSOCIATION BOARD OF DIRECTORS

Section 1. Composition

There shall be an Association Board of Directors representing each SAHP program with 1 additional officer. There must be at least one Board of Director representative from each SAHP program. Additionally, there will be one faculty representative selected by the Dean.

Any alumnus may serve on the Board of Directors. Past presidents may serve as ex-officio members of the Board of Directors. The Alumni Association Board of Directors, by simple majority, may increase the number of members to better represent the various constituencies of the Association. The Dean of SAHP and his designees for community affairs shall serve ex-officio without vote.

Section 2. Election

The membership can submit names to the Nominating Committee. The Nominating Committee will submit a slate of recommended new representatives to the Board of Directors for approval. The Nominating Committee will submit names to the Board of Directors for election. The Chair of the Nominating Committee will be appointed by the President. The Nominating Committee will consist of 2 Board Members and a SAHP representative/Dean's designee. A simple majority is needed to vote for approval of the Board.

Section 3. Term of Office

The terms of office of the members of the Board of Directors shall be for four years and staggered so that members' terms expire annually. The term of office shall begin on the first day of January. A board member shall have a two term limit.

Section 4. Duties

The Board of Directors shall be the governing body of the Alumni Association. As such, it shall initiate, supervise, revise, or revoke the constitution and bylaws, impose dues or membership fees, and may participate and advise on alumni events or the publication of an alumni magazine, journal, or newspaper.

Section 5. Meetings

Regular meetings of the Alumni Association Board of Directors shall be held with notice sent to each representative at least fourteen days before the date of the meeting. There will be a minimum of two meetings per year. Representatives are expected to attend meetings. Special meetings may be called as needed.

Section 6. Quorum

A simple majority of board representatives shall constitute a quorum for the transaction of business.

Section 7. Voting Rights

Each member is entitled to one vote on each matter submitted to a vote of the members.

Section 8. Resignations.

Any director may resign by filing with the president a written resignation addressed to the Board of Directors. Such letters of resignation shall be effective upon receipt.

Section 9. Vacancies.

Any vacancy occurring on the Board of Directors shall be filled for the remaining term by the affirmative vote of a quorum of the board, provided the remaining term of the vacant position is more than one year. If it is less than one year the position may, at the discretion of the Board of Directors, remain vacant until filled in the manner provided herein at the following annual election.

Section 10. Removal.

Any member of the Board of Directors may be removed, for cause, by a simple majority of the members of the board.

Section 11. Tenure & Attendance.

Board Members are required to attend at least half of the regular meetings of the Board of Directors within 24 months, as outlined in Article V, Section 5 of these bylaws.

ARTICLE VI—OFFICERS

Section 1. Composition

The officers of the Board of Directors shall consist of the president and the secretary/treasurer.

Section 2. Eligibility

All members of the Alumni Association are eligible to serve as officers of the Board of Directors.

Section 3. Election

Members of the Board of Directors will submit names to the Nominating Committee. The Nominating Committee will submit a slate of recommended new officers to the Board of Directors for approval.

Section 4. Term of Office

The term of the officers shall be two years for the president, one year for the president-elect, and one year for the past president. The secretary/treasurer shall serve two years unless elected to one of the other officer positions. If this occurs, the Nominating Committee shall recommend a replacement for the remainder of the secretary/treasurer's term. The term of office shall begin on the first day of January. A board officer shall have a one term limit.

Section 5. Duties

The president shall preside over all meetings of the Alumni Association and Board of Directors. The president shall appoint all committee chairs within the Alumni Association and Board of Directors as well as representatives of the Association to any other group. The president shall represent the Alumni Association at the appropriate events that the SAHP sponsors.

The president-elect shall, in the temporary absence of the president, perform the duties of the president. In the absence of the president by death, resignation, or prolonged illness, the president-elect shall continue to serve as the acting president during that year. The president-elect shall participate in all meetings and deliberations of the Board and participate in the general Alumni Association meetings when called upon by the president.

The past president shall serve as advisor to any temporary or special committees and serve as an advisor to the president and president-elect.

The secretary/treasurer shall review minutes of the Association and Board of Directors meetings and, with the alumni relations' staff, prepare an annual calendar of events. The secretary/treasurer will present the annual budget for approval to the Board of Directors and the Dean, and will work with the Community Affairs' staff in preparing reports to the Board of Directors.

Section 6. Resignations.

Any officer may resign by filing with the president a written resignation addressed to the Board of Directors. Such letters of resignation shall be effective upon receipt.

ARTICLE VII—COMMITTEES

Section 1. Standing Committees.

There shall be two standing committees of the Alumni Association, which are described below. The Board of Directors may appoint additional or temporary committees as deemed necessary to carry out the purposes of the Alumni Association and shall prescribe their duties and membership. Each standing committee shall have a chair appointed annually by the president with the approval of the Board and at least two additional members appointed annually by the chair. The president shall be an ex-officio member of all committees with the exception of the Nominating Committee. Chairperson of standing committees shall be a current member of the Board of Directors. Members of the Alumni Association who do not serve on the Board of Directors may serve as members of both standing and special committees.

Advancement Committee. The chair of this committee is appointed by the President. The committee shall have six members: the chair, one faculty member, two alumni, the Dean, and the Dean's designee. This committee shall cooperate with the Office of Community Affairs' staff and other staff of the School of Allied Health Professions to support the fundraising activities of the School of Allied Health Professions. The chair of this committee shall serve a two-year term.

Nominating/Awards Committee. The chair of this committee is appointed by the President. The Nominating Committee will consist of 2 Board Members and a SAHP representative/Dean's designee. The committee will be responsible for new board member recommendations, as well as a recommendation for the Alumnus of the Year award. Nominations can come from the Alumni Association general membership, faculty or students. The chair of this committee shall serve a two-year term.

The *Alumnus of the Year Award* will recognize an alumnus for exceptional service and commitment to further the School of Allied Health Professions' mission or the outstanding achievements of an alumnus/a who personifies the School's tradition of excellence and brings distinction to oneself and the School.

Section 2. Other Committees.

Temporary and special committees are appointed as the need arises by the president or, in the president's absence, by the president-elect.

ARTICLE VIII—ANNUAL MEETINGS

Section 1. Annual Meeting

The annual meeting of the Alumni Association shall be held in New Orleans, Louisiana. If for any reason an annual meeting is not duly called or held, a special meeting may be held, and any business transacted or elections held at such meeting shall have the same effect as if transacted at the annual meeting.

Section 2. Special Meetings

Special meetings may be called by the president, by the president-elect, or by any other officer or by a majority of the Board.

Section 3. Notice

A notice of every meeting of the Association, stating the time and place of the meeting and the agenda, shall be communicated to the membership at least fourteen days before the date of such meeting.

ARTICLE IX—AMENDMENTS

These bylaws may be altered, amended, or repealed by a majority vote of the Board of Directors.

ARTICLE X—FINANCES

Section 1. Calendar Year

The Alumni Association finances are based on a calendar year in keeping with the practices of the Foundation for the LSU Health Sciences Center. The calendar year begins on July 1 and ends on June 30.

Section 2. Allocation of Funds

All contributions to LSU SAHP are deposited and managed by the Foundation for the LSUHSC. Monetary accounts in the Foundation will be managed according to agreements between LSU SAHP and the Foundation for the LSUHSC. The Alumni Association may not open private bank accounts in the name of LSU SAHP, the Association, or the Foundation. Accounts shall be maintained and funds disbursed according to Foundation policies and procedures. At the close of the calendar year, 20% of the unrestricted annual fund will be deposited in the LSU SAHP Alumni Association account at the Foundation for the LSUHSC. The Board of Directors, with the guidance of the Dean and the LSU SAHP administration, will determine how to use the funds to enhance and strengthen academic excellence at LSU SAHP.

All Alumni Association accounts will require the approval of the secretary/treasurer, the president of the Association, and the signature of the school alumni administration. The president of the Association will be responsible for ensuring that the Association follows procurement law and Foundation policies and procedures for contracts or payments.

ARTICLE XI—EFFECTIVE DATE

The bylaws are effective July 1, 2010, by approval of the Alumni Association Board of Directors.