

**Bylaws of the
University of South Carolina College of Nursing
Alumni Council**

Updated 03/2018

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ARTICLE I

Name

Section 1.1 Name - The organization shall be named the College of Nursing Alumni Council, and hereinafter shall be called the Council.

ARTICLE II

Purpose and Responsibilities

Section 2.1 Purpose - The College of Nursing Alumni Council exists to:

- A. Encourage and maintain the relationship between alumni and the College and facilitate a connection to the College for students as they join the alumni family.
- B. Serve as an advisory group to the College regarding alumni engagement.
- C. Advocate the needs and concerns of alumni.
- D. Implement alumni programming to enhance career and social networking opportunities.
- E. Promote and cultivate leadership while encouraging alumni to support the College both financially and through volunteer activities.

Section 2.2 Council Responsibilities - The responsibility of the Council shall include but not be limited to these functions:

- A. Assessment - The Council is required to annually assess the performance of the Council and that of all program-based set goals.
- B. Approve Policies - The Council will be responsible to approve such policies that are maintained for the Council that may include the establishment of, and charge to, various standing committees of the Alumni Council.

ARTICLE III

Membership and Voting

Section 3.1 Qualifications - All members of the Council shall be alumni of the University of South Carolina College of Nursing.

Section 3.2 Council Composition - The Council shall consist of 12-24 members, to include Officers of the Council, plus necessary non-voting members. Members must represent varied regional distribution, career fields and diversity.

- A. Voting Members - Voting members will consist of 2-4 alumni per decade from the 1960's to present:
 1. Chair
 2. Chair-Elect

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3. Secretary
 4. 9-21 members
- B. Non-voting members – Non-voting members will consist of College liaisons and student representatives:
1. Dean
 2. Director of Development
 3. Director of Alumni Engagement
 4. Administrative Assistant for Development
 5. Student representatives

Section 3.3 Terms of Office

- A. Council members shall serve a two (2) year term. Subject to Section 4.2, a Council member may serve up to two (2) additional terms. Terms need not be successive. No member may serve for more than six (6) years unless necessary to serve out a term as an officer of the Council and approved by a two-thirds (2/3) vote. A member's term shall begin on July 1st and end on June 30th.
- B. Non-voting members shall serve terms as dictated by their affiliation.

Section 3.4 – Member Responsibilities - The responsibility of Council members shall include but not be limited to these illustrative functions:

- A. Financial Contribution - The members of the Council will be expected to actively contribute to the College financially and participate actively in strategies to secure support. Voting members (see Section 3.2.A) are required to contribute a minimum of \$100 annually (July 1-June 30) to a College of Nursing fund for the duration of their term.
- B. Involvement - Council members are required to be involved on campus and within their regions along with participating in committees during their time on the Council. They will also strive to be present as representatives of both the Council and the College at events to include but not limited to Homecoming weekend, Viana McCown Lectureship, Celebrate Nursing Gala and Silent Auction, and other events as needed.
- C. Serving as a Representative - Council members will serve as advocates for the College and as representatives of the Alumni Council in appropriate matters and events.
- D. Attendance - Attendance is mandatory at Council and Committee meetings.
- a. All-Council Meetings - Members must attend one (1) All-Council meeting in person per year. One (1) meeting per year can be attended through other types of communication mechanisms, provided all persons participating have real-time access to the meeting. Should a Council member be unable to attend an All-Council meeting, they must notify the Chair or Secretary at least thirty (30) days before the scheduled meeting. No Council member shall miss more than one (1) All-Council meeting within a fiscal year, July 1 – June 30, nor more than two (2) within their term of appointment on the Council. After

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two consecutive absences to scheduled All-Council meetings, the Chair of the Alumni Council will contact the Council member.

- b. Committee Meetings - Council members must attend at least half of all scheduled committee meetings. Members of each committee must notify their Committee Chair if they are to miss a meeting. After a Council member misses half of his or her assigned committee meetings, the Committee Chair will contact the Council member. Committee Chairs are responsible for keeping a record of attendance and communicating absences to the Executive Committee (see Section 8.4.A). Committee Chairs may suggest membership review to the Executive Committee. See Section 3.5 for not adhering to the attendance policy.

Section 3.5 Removal of Members - Any general member missing more than two (2) All-Council meetings without notifying the Chair or Secretary is subject to removal from the Council. Any member missing more than half of their assigned committee meetings without notifying the Committee Chair will be subject to removal from the Council. The Executive Committee shall review the status of any Council member missing two (2) consecutive All-Council meetings or more than half of their committee meetings and shall remove such Council member unless it shall determine that the absences resulted from just cause. Members may make an appeal to the Executive Committee. Members can be removed at any time, with or without notice, by a two-thirds (2/3) vote of the Council for reasons of gross misconduct, neglect of duty or if otherwise found to be ineffective. In the absence of a Council vote or specific circumstances, only the Executive Committee can determine proper penalties if removal is not appropriate.

Section 3.6 Voting - Each voting member of the Council shall be entitled to one (1) vote on any matter which may be submitted to a vote of members of the Council by the Officers. No meetings of members of the Council shall be necessary or required for voting on any matter; electronic voting via e-mail, phone, or otherwise is permissible.

Section 3.7 Membership Records - A complete and accurate list of members of the Council shall be maintained by the Offices of Development and Alumni Engagement.

ARTICLE IV

Member Nominations, Elections and Vacancies

Section 4.1 Nominations and Elections - Each year the Nominations Committee, chaired by the Chair-Elect of the Alumni Council, shall identify the number of anticipated vacancies in the Alumni Council (effective July 1st of the following year) no later than October 1st. In collaboration with College staff, the Nominations Committee is responsible for updating the Alumni Council member application, reviewing the membership rubric, advertising and collecting applications by December 15th. The Nominations Committee should determine a

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process for reviewing applications and will make recommendations for filling vacancies (effective July 1st the following year) to the Alumni Council no later than February 15th - with consideration given to appropriate representation of class years, regional distribution, career fields and diversity. A majority vote at the next All-Council meeting is required for each nominee presented. In the event further deliberation is required, the Executive Committee in consultation with the Nominations Committee may determine appropriate next steps to ensure complete membership by July 1st.

Section 4.2 Additional Terms - Any eligible member may be invited by the Council to serve an additional consecutive term. The Chair-Elect will solicit members eligible to serve an additional consecutive term to determine desire to serve another term. These members must reply to the Chair-Elect stating their intent no later than October 1st. If a member has served a prior non-consecutive term, that member must be nominated and approved through the standard nominations process outlined in Section 4.1.

Section 4.3 Council Vacancies - Should a vacancy occur during any unexpired term, the Chair shall direct the Nominations Committee to make a recommendation for the appointment to the Alumni Council, to be voted on at the next scheduled All-Council meeting (a minimum of 10 days of advance notice is required) with majority support. Should the next scheduled All-Council meeting be more than two (2) months away, electronic voting via email, phone or other is permissible. Members elected to serve out an unexpired term shall serve the balance of the unexpired term.

ARTICLE V

Officers

Section 5.1 Officers and Qualifications - The Officers of the Council shall consist of a Chair, a Chair-Elect, and Secretary. An Officer shall be a member of the Council. Officers of the Council constitute the Executive Committee. Temporary officers may be established at the discretion of the Council and will be a member of the Executive Committee. It is preferable for members to serve on the Alumni Council for at least one year to be eligible for nomination to an Officer position.

Section 5.2 Terms of Office - All officers of the Council shall serve for a term of two (2) years. At the end of their term, the Chair-Elect will assume the Chair position and a new Chair-Elect will be nominated and elected by the Council. A Secretary may be reelected to one (1) successive term. The term of each officer shall begin on July 1st. The term shall expire on June 30th. The term of any temporary officer shall be set forth at the time the officer position is created but not to exceed two (2) terms.

Section 5.3 Nominations and Election of Officers - In the academic year preceding the end of the Officers' terms, the Alumni Council shall elect new Officers at the annual Spring

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meeting. The College liaisons, in consultation with the Executive Committee, shall solicit nominations from the Alumni Council for open Officer positions by December 15th. Any Council member may nominate an eligible member, including themselves.

Section 5.4 Removal of Officers - Any officer may be removed from their office at any time, with or without notice, by a two-thirds (2/3) vote of the Council.

Section 5.5 Officer Vacancies - Should an officer vacancy occur, the Chair shall nominate a replacement to serve for the balance of the unexpired term, to be voted on at the next scheduled All-Council meeting (a minimum of 10 days of advance notice is required) with majority support. Should the next scheduled All-Council meeting be more than two (2) months away, electronic voting via email, phone or other is permissible. In the case of a vacancy in the position of the Chair, the Chair-Elect will assume the Chair's responsibilities for the duration of the unexpired term before assuming their term, not to exceed a total of three (3) years in office.

ARTICLE VI

Duties of Officers and Committee Chairs

Section 6.1 Chair - The Chair shall have general and active supervision, control, and management of the Council's affairs. The Chair shall serve as an ex-officio member on the College of Nursing Executive Advisory Council and will be the primary contact between the College and the Council. They will serve as the Chair of the Executive Committee. The Chair shall preside at meetings of the Council. Should the Chair not be able to attend, then the Chair-Elect will preside over the meeting.

Section 6.2 Chair-Elect - The Chair-Elect shall help coordinate and oversee all programming, networking, and College-based events for the Council. The Chair-Elect will serve as Chair of the Nominations Committee. At the end of their two-year term, the Chair-Elect will assume the office of Chair. Should the Chair not be able to attend a meeting, the Chair-Elect will preside.

Section 6.3 Secretary - The Secretary shall keep a record of the proceedings of all Executive Committee and Council meetings, and at the request of the Council, prepare any and all resolutions. The Secretary shall perform all such duties as may be assigned by the Chair, including notices required to be given by these Bylaws. The Secretary shall send out minutes from all meetings and activities of the Executive Committee and Council, within 10 working days of the conclusion of the meeting. The Secretary will also coordinate any necessary follow-up discussion. The Secretary shall serve as the main contact for all members.

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Section 6.4 Committee Chairs - There will be Committee Chairs or Co-Chairs serving as the primary contact persons for the specified committees for which they are elected or appointed. The duties of a Committee Chair/Co-Chair are to coordinate and lead committee meetings, communications, and other assigned duties. Committee Chairs will serve on the Executive Committee. Chairs, where applicable, are elected to a one (1) year term renewable for up to three (3) full years (so long as such renewal is consistent with the Committee Chair's term on the Council) at each Spring meeting. Newly selected Committee Chairs will begin their duties at the conclusion of the Spring meeting. It is preferable that members selected to be a Committee Chair will have been members of the Alumni Council for at least one year.

ARTICLE VII

Meetings

Section 7.1 Annual Meetings - The Alumni Council shall meet twice annually. One meeting shall be held in the first semester of classes (the "Fall Meeting"). One meeting shall be held in the second semester of classes (the "Spring Meeting"). The timing or location of any meeting may be changed at the discretion of the Council. The Executive Committee shall notify the Council of the scheduled meetings not less than sixty (60) days prior to the dates of these meetings. Special meetings of the Council may be called by the Council Chair upon written notice to all membership specifying time, location, and purpose(s) of the meeting, not less than thirty (30) days prior to the date of the meeting.

Section 7.2 Quorum for Meetings - At any annual meeting of the Council, those members present, in person and via electronic means, shall constitute a quorum.

ARTICLE VIII

Committees

Section 8.1 Standing Committees - All members of the Alumni Council shall serve as an active member of at least one committee. Members can request appointment or to serve on (an) additional committee(s) with the start date to be determined by the Chair. Each standing committee is accountable for its respective responsibilities with its Committee Chair determining the agenda and best use of the Committee's time.

- A. Carolina Nurses@Work Committee - This committee will help build and facilitate alumni chapters within hospitals and other workplaces that either (1) have a concentration of USC Nursing alumni, or (2) express an interest in starting a chapter. A committee of at least three (3) Council members will serve with the Committee Chair. The Director of Alumni Engagement will serve as a non-voting member of the Carolina Nurses@Work Committee.

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- B. Outreach Committee - The Outreach Committee will work directly with the Offices of Development and Alumni Engagement to promote on- and off-campus engagement. The committee will work to support on-campus events such as Homecoming, alumni events, Class and Affinity Reunions, and other alumni gatherings. In addition, the committee will assist in student programming for current students, specifically seniors, encouraging active participation in alumni events. A committee of at least three (3) Council members will serve with the Committee Chair. The Director of Alumni Engagement will serve as a non-voting member of the Outreach Committee.
- C. Mentoring Committee - The Mentoring Committee will be responsible for the development and implementation of an alumni-to-alumni mentoring program. A committee of at least three (3) Council members will serve with the Committee Chair. The Director of Alumni Engagement will serve as a non-voting member of the Mentoring Committee.

Section 8.2 Special Committees - At any time, special committees may be appointed by the Chair for a specific purpose for one (1) year. Committees which require more than one (1) year must be approved by a majority vote of the Council.

Section 8.3 Committee Participation - With the exception of the Nominations Committee, Committee Chairs may invite alumni who are not Council members to serve as committee members. In addition, College staff may appoint an administrator to serve as a non-voting member of each committee.

Section 8.4 Administrative Committees - These committees provide leadership and guidance to the Council. The Administrative Committees are comprised of members already serving on other committees.

- A. Executive Committee - The Executive Committee will be responsible for the coordination and guidance of the primary direction of the Council. As a result, the committee will have the ability to call meetings when necessary. The Executive Committee will be composed of the Chair, Chair-Elect, Secretary, and all Committee Chairs.
- B. Nominations Committee - The Nominations Committee will be the primary body coordinating the recruitment and selection of Alumni Council members. A committee of at least three (3) Council members will serve with the Chair-Elect, who will chair the Nominations Committee. The College liaisons will serve as nonvoting members of the Nominations Committee.
- C. Bylaws Committee - The Secretary can establish a committee to hold a review of the Bylaws and/or make recommendations at any time. The document must be reviewed at least every three years.

ARTICLE IX

Awards

Section 9.1 Alumni Awards – The Council will be responsible for selecting the annual Alumni Award recipients. Each September, the Council will receive, review and rate the awards nominations for that year's awards.

ARTICLE X

Amendment and Review of Bylaws

Section 10.1 Amendments - These Bylaws may be changed or amended and may be restated at any meeting of the Council by a two-thirds (2/3) vote of those present, provided that the members present shall not be less than one-half (1/2) of the membership of the Council at that time and provided notice of the substance of the proposed amendment or restatement is sent to all Council members no less than five (5) days before the meeting. Amendments shall become effective immediately upon adoption.

Section 10.2 Review of Bylaws - These Bylaws shall be reviewed every three years by the Secretary of the Council and the Bylaws Committee. The Secretary of the Council has the option of reviewing this document annually if necessary. The Secretary and the Bylaws Committee shall recommend any necessary changes to the Council.

This document was last reviewed in March 2018.