

Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine

Bylaws

Article I

NAME

NSU-KPCOM Connect – Alumni Association

Article II

PURPOSE

To advance the mission of and promote NSU-KPCOM; to provide useful services and resources to advance osteopathic medical education; to promote collegial interactions among all members of the Alumni; and to support and promote the advancement in future endeavors within the association. The NSU-KPCOM Connect - Alumni Association plans to accomplish this during in-person events and through the portal and application by:

- A. Providing networking methods among alumni professionals to keep Shark traditions, spirit, and pride thriving
- B. Encouraging communication between alumni and current students
- C. Providing lifelong learning opportunities through continuing education programs
- D. Advancing, reinforcing and promoting the osteopathic profession
- E. Promoting alumni/ student engagement in recruitment, mentoring, placement programs, community outreach, mission trips, volunteerism, and awareness to community

Article III

MEMBERSHIP

CLASSIFICATION/MEMBERSHIP:

- A. Membership to this organization will consist of:
 - a. Individuals with a conferred degree from any program through NSU-KPCOM, Southeastern College of Osteopathic Medicine, Southeastern University of the Health Sciences College of Osteopathic Medicine, and Nova Southeastern University College of Osteopathic Medicine

- b. Students will be given the opportunity to join the NSU-KPCOM Connect – Alumni Association beginning in March prior to their May graduation.
 - c. Other classifications who may participate with the organization but not considered members and with no voting privileges: NSU-KPCOM employed faculty, staff, and community business partners.
 - d. Membership to this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, gender identity or sexual orientation.
- B. Membership Dues: Through the NSU-KPCOM Connect – Alumni Association, membership dues will consist of a tiered approach, which is currently in development. The tiered approach will allow members to choose a level that matches their financial ability and the benefits that match their needs. Additionally, membership dues are planned to be utilized to help support current NSU-KPCOM students in a variety of ways, deepening the connection between the alumni and the students.

ARTICLE IV

BOARD OF DIRECTORS

Section I RESPONSIBILITIES

The affairs of the Chapter shall be governed by a Board of Directors. It shall be the duty of the Board of Directors to control and manage the affairs and finances of the chapter. The Board of Directors may, from time to time, adopt rules to govern the operation of the chapter, its officers, and committees. Such rules shall be in accordance with and approved by the NSU-KPCOM Connect – Alumni Association.

SECTION II PRESIDENT

The President shall be elected for a two-year term, with the ability to re-apply and serve an additional two-year term. The President shall have the following duties and responsibilities:

- A. Chair and set the agenda for all regular and special meetings of the alumni board
- B. Delegate any duties (not responsibilities) which they feel appropriate
- C. Establish any ad-hoc committees which they feel necessary to carry out the associations purpose
- D. Approve all committee chairpersons, serve as an ex- officio member of all committees

SECTION III. VICE PRESEIDENT

The Vice-President shall be elected for a two-year term, with the ability to re-apply and serve an additional two-year term. The Vice-President, shall have the following duties and responsibilities:

- A. Assist the President and the association in the proper and orderly conduct of matters related to DO members of the Alumni
- B. Discharge the duties of the President when the President is unable or unwilling to do so
- C. Chair all regular and special meetings of the alumni board in the President's absence
- D. Assume such other duties and responsibilities as the President deems appropriate
- E. Chair the Alumni Engagement Committee

- F. Chair the Alumni Awards Committee
- G. Will serve as the President-elect and will be expected to serve as the next President. If for any reason they are unwilling or unable to fulfill the role of President, then a new President will be elected through the typical process.

SECTION IV SECRETARY

The Secretary shall be elected for a two-year term, with the ability to re-apply and serve an additional two-year term. The Secretary shall have the following duties and responsibilities:

- A. Keep accurate minutes and attendance records of proceedings of all meeting of the alumni board, and collect any committee meeting minutes
- B. Be responsible for all Society correspondence at the President's discretion and
- C. Assume such other duties and responsibilities as the President deems appropriate.
- D.

SECTION V TREASURER

The Treasurer shall be elected for a two-year term, with the ability to re-apply and serve an additional two-year term. The Treasurer shall have the following duties and responsibilities:

- A. Be responsible for keeping accurate records of donations and transactions made by the NSU-KPCOM Connect - Alumni Association.
- B. Provide regular (quarterly or bi-annually) financial reports to the President, Vice President and Secretary.
- C. Assume such other duties and responsibilities as the President deems appropriate.

SECTION VI IMMEDIATE PAST BOARD MEMBERS

The Immediate Past-President shall serve on the board and chair the Nominating Committee. Immediate Past Board Members shall serve as advisors to incoming Board Members.

SECTION VII ASSUMPTION OF POSITIONS

All members of the Board of Directors, elected during the annual meeting, shall begin their term on July 1 of that year.

SECTION VIII VACANCIES

Except as herein provided, the vacancy of any Director shall be filled by appointment by the President. Any Officer or Member serving by appointment of the President to fill a vacancy shall serve the balance of the term of the Officer or Director for whom they are the replacement.

SECTION IX MEETINGS

The Board of Directors shall meet regularly at least once per year to advise the President on the administration of Chapter business and to draft policy for consideration by the membership.

SECTION X QUORUM

A majority of the Board of Directors shall constitute a quorum for the transaction of business.

ARTICLE V

MEETINGS

SECTION I ANNUAL MEETING

The annual meeting of the NSU-KPCOM Connect- Alumni Association shall be held in March of each year. Elections for the Board of Directors shall be conducted at this meeting.

SECTION II MEETINGS

Meetings of the NSU-KPCOM Connect - Alumni Association may be called by the Board of Directors, throughout the year, with no less than four (4) weeks' prior notice.

SECTION III QUORUM

A quorum of any meeting, for purposes of voting, shall be 51% of the members present.

ARTICLE VI

SECTION I VOTING PRIVILEGES

Only active members of this organization shall be entitled to vote and to hold office. Each active member of this organization shall be entitled to one vote.

Section II NOMINATIONS

- A. Nominations for officers and members of the Board of Directors shall be made at the annual meeting by a nominating committee of at least three members appointed by the President annually
- B. At the last regular meeting of each year, regular members may be nominated for office by the nominating committee and from the floor.
- C. The elections may be conducted by several different methods, including using online voting mechanisms, written ballots, or other fashion as decided by the executive board. The Secretary will ensure the votes are counted and the results announced no later than 30 days after the election. Election to all offices of a Chapter requires a simple majority of the members eligible and voting.

ARTICLE VII

COMMITTEES

SECTION I All Standing Committees of the alumni shall be composed of a minimum of three (3) members, appointed by the President. In addition, ad-hoc committees may be appointed by the President as needed.

SECTION II The Standing Committees shall be as follows:

- A. Nominating Committee
- B. Alumni Engagement Committee
- C. Alumni Awards Committee

SECTION III The duties of the Standing Committees shall be as follows:

- A. The Nominating Committee shall be chaired by the most available Immediate Past President and consist of at least five NSU-KPCOM Connect - Alumni Association members in good standing. It is the duty of this committee to propose a slate of officers at least thirty (30) days prior to the election meeting and to recommend to the Board of Directors persons to fill vacancies on the Board.
- B. The Alumni Engagement Committee shall be chaired by the Vice-President and will assist with the planning of alumni reunions and events, as well as developing programs to enhance alumni relations.
- C. The Alumni Awards Committee shall be chaired by the Vice President and will assist in identifying awards to present to alumni, including recognition for years in practice, demonstrated support of the college and its students, and mentorship practices, among others.

Article VIII

RATIFICATION AND AMENDMENTS

Section I Ratification: These bylaws shall become effective upon ratification by a two-thirds (2/3) majority of the active members voting at a regular or special meeting. The secretary will notify the membership in writing at least 14 days in advance of the date a vote is to be taken.

Section II Amendments: The bylaws of the Chapter may be amended at any meeting of the members by a two-thirds (2/3) vote of those present and voting, provided at least 14 days' notice of the proposed amendment(s) has been mailed by the secretary.