

By-Laws

Alumni Association

St. Francis Medical Center
School of Nursing
Pittsburgh, Pennsylvania

Organized
October 12, 1909

Revised:

1948

1956

1965

1970

1975

1985

1984

1996

2003

2006
2007
2010
2015

ARTICLE I

Name

The name of this association shall be:

Alumni Association
St. Francis Medical Center
School of Nursing
Pittsburgh, Pennsylvania

ARTICLE II

Objectives

This organization is organized exclusively for charitable, religious and educational purposes, including to:

1. Serve as a medium for maintaining the high ideals of St. Francis Medical Center School of Nursing.
2. Promote cordial relationships and to strengthen loyalty among members.
3. Promote membership and active participation in this alumni association and in the local, state, and national professional nursing associations.
4. Provide opportunities for social gatherings of its members.
5. Support continuing education programs.
6. Promote nursing education by providing scholarships to professional nursing students.

ARTICLE III

Membership

Section 1. The membership of this association shall be:

- (1) Regular

- (2) Gold
- (3) Honorary

- Section 2.* (a) A **Regular** member shall be a graduate of the School of Nursing of St. Francis Medical Center, Pittsburgh, Pennsylvania upon payment of dues determined by this Association.
- (b) **Gold** membership is awarded to St. Francis graduates on the anniversary of 50 years in nursing.
- (c) An **Honorary** member shall be a person who values the Franciscan beliefs and traditions, and is interested in supporting the objectives of this association. Nominations are submitted by regular members only. Honorary members pay dues and are entitled to a voice in the meetings, able to vote but not hold office.

ARTICLE IV

Dues

- Section 1.* (a) The annual dues shall be determined by members of this Association at the Annual Meeting.
- (b) The annual dues should be paid on or before April 1st.

ARTICLE V

Expulsion

Any member with conduct intolerable or derogatory to the principles and spirit of this association shall be expelled from membership therein by a majority vote of the Executive Committee after the person in question has had an opportunity to present the case to the Executive Committee.

ARTICLE VI

**Election of Officers, Board and
Nominating Committees**

- Section 1.* (a) The officers of this association shall be:
- President
 - President-Elect

Secretary
Treasurer

- (b) There shall be six members who comprise the board of directors.
- (c) One additional board member may be appointed as member emeritus by the executive committee.

- Section 2.* (a) Nominees for officers and directors shall have been members in good standing for at least two consecutive years.
- (b) The nominee for president-elect shall have served as a member of the board or as an officer for two years.

Section 3. The president-elect, secretary and treasurer and shall be elected for a term of two years. Three board members shall be elected in the odd years and three board members in the even years for a term of two years. The candidates receiving a majority vote of those voting shall be declared elected. The three board members receiving the highest number of votes shall be declared elected. A tie vote for any officer or director shall be broken by a secret ballot of voting members attending the annual meeting.

Section 4. Voting shall take place by mail. The Executive Committee shall prepare a ballot which shall be mailed to each regular paid member and gold member 30 days before the annual meeting and returned on the designated date. Results of the voting shall be announced at the annual meeting.

Section 5. Regular, gold and honorary members shall be entitled to vote.

ARTICLE VII

Duties of Officers

Section 1. The **president** shall preside at all meetings and shall appoint all special committees, be an ex-officio member of all committees, shall have a voice in such committees but not vote except to break a tie vote, and shall have the ability to countersign all checks.

Section 2. The **president-elect** shall assume the duties of the president in her/his absence. She/he will perform such executive duties as delegated by the president. The president-elect automatically succeeds to the Office of President at the

conclusion of the president's term or at any point during the president's term of office should the position become vacant.

Section 3. The **secretary** shall keep a correct record of the minutes of each meeting of this association and of the board of directors, shall read all papers and correspondence at the meetings, and perform such other duties as pertain to this office.

Section 4. The **treasurer** shall receive and bank all money of this association, shall distribute such funds upon the order of this association or the board of directors, and shall render a written financial report at each meeting of this association and of the board of directors.

Section 5. The secretary and the treasurer of this association shall receive for services rendered remuneration, the amount to be determined by this association.

ARTICLE VIII

Executive Committee

Section 1. The Executive Committee shall consist of the officers, board of directors, the outgoing president, and alumni emeritus.

Section 2. The Committee shall have general supervision of the affairs of this association in the interim of the meetings and shall perform such duties as are specified in these *By-Laws*; shall be subject to the rules of this association; shall receive, consider and dispose of all charges preferred by one or more members of this association, either by its own decision or by further recommendations of this association, depending upon the nature of such charge. None of its acts shall conflict with the actions taken by this association.

Section 3. Meetings of the committee may be called by the President and/or the Executive Board.

Section 4. Five members of the committee, two of whom shall be officers of the alumni, shall constitute a quorum.

Section 5. The president shall appoint one board member to sign checks in the absence of the president or treasurer.

Section 6. In the event a vacancy occurs in any office, except the presidency, the executive committee has the authority to appoint a member to complete the unexpired term.

ARTICLE IX

Standing Committees

Section 1. The standing committees shall be:

- Membership
- Finance
- Caring and Condolences Committee
- Fall Festival
- Continuing Education
- Alumni Reunion
- Scholarship
- Outstanding Alumni

Section 2. (a) The President shall meet with the executive committee no later than 1 month after the annual meeting of this association for the purpose of approval of the appointed chairperson of standing committees by the executive committee.

(b) The committee chairperson shall select its members subject to the approval of the president.

Section 3. The membership committee shall consist of at least three members and shall promote membership to the organization.

Section 4. The finance committee shall consist of at least three members and shall include the treasurer and shall consider and recommend means for securing adequate income, and shall prepare an annual budget and shall submit approval to this association at the annual meeting.

Section 5. The Caring and Condolences committee shall consist of at least two members and shall send cards of well wishes and condolences to identified members.

Section 6. The Fall Festival committee shall consist of at least five members and shall make preparations to hold the Fall Festival.

Section 7. The scholarship committee shall consist of at least three members and shall determine an annual recipient in accordance with the established criteria.

Section 8. The continuing education committee shall consist of at least three members and shall grant monies to members in good standing for the purpose of continuing education.

Section 9. The alumni reunion committee shall consist of at least five members and shall make preparations to hold a reunion when so directed by the membership subject to approval by the executive committee.

Section 10. The outstanding alumni committee shall consist of at least three members and shall select an annual recipient in accordance with the established criteria.

Section 11. The following Ad Hoc committees will be activated as needed: By-Law Revisions.

ARTICLE X

Meetings

Section 1. Unless otherwise ordered by the Executive Committee, the annual meeting of this association shall be held on the last Sunday in April at the Annual Nurses Reunion.

Section 2. Fourteen members, three of whom must be officers, shall constitute a quorum necessary to conduct business.

ARTICLE XI

Funds

Section 1. This association shall have a checking account and investments as approved by the Executive Committee.

Section 2. An annual independent audit shall be performed at the conclusion of the fiscal year and a written report presented to the Executive committee.

ARTICLE XII

Fiscal Year

The fiscal year shall be from May 1st to April 30th each year.

ARTICLE XIII

Parliamentary Authority

“Roberts’ Rule of Order Revised” shall be the authority for all meetings of this association and Executive Committee in matters not covered by the by-laws.

ARTICLE XIV

Amendments

A copy of the proposed amendments shall be mailed to each paid and gold member, 21 days prior to the date of the annual meeting. These *By-Laws* may be amended at the annual meeting of this association by a two-thirds vote of the voting members present.

ARTICLE XV

Conflict of Interest

No member may profit in any manner from services or goods purchased by the association in the course of conducting business and planning fundraising events and the annual nurses’ reunion.

ARTICLE XVI

Dissolution

Upon dissolution of this organization, all assets shall be given to the Pittsburgh Foundation for the expressed purpose of placing said assets into the currently established St. Francis Nursing Alumni Scholarship Fund.

Order of Business

The order of business of regular meetings shall be:

- Call to order by the President
- Prayer
- Reading of Minutes
- Correspondence
- Report of Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Program (if applicable)
- Adjournment

Revisions adopted: April 26, 2015 at the Annual Meeting of the Association

Alexis K. Weber

Alexis K. Weber, President

Darlene Durand

Darlene Durand, Secretary