

# Alumni Board Constitution and Bylaws

## of the

### School of Public Health Alumni Society

## Constitution

#### **ARTICLE I. NAME**

The name of this organization shall be the School of Public Health Alumni Society (SPHAS), “the Society.” The Sponsoring Body of this organization is the Dean’s Office, School of Public Health (SPH).

#### **ARTICLE II. MISSION**

Build an alumni-centered culture within the SPH community by fostering connections among alumni, faculty and students.

#### **ARTICLE III. VISION**

Alumni will enjoy lifelong engagement and pride in the SPH, and will actively support SPH endeavors and its alumni.

#### **ARTICLE IV. DIVERSITY AND INCLUSION COMMITMENT**

The Society is a diverse, inclusive, and equitable organization where all members, volunteers, students, and staff, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity in all of our programming. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We are committed to modeling diversity and inclusion for the SPH alumni community, and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity, the Board and the Society strive to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of the community.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness. Advocate for and support board-level thinking about how systemic inequities impact our organization’s work, and how best to address that in a way that is consistent with our mission.
- Help to challenge assumptions about what it takes to be a strong leader at our organization, and

who is well-positioned to provide leadership.

- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand more diverse leadership within our board, committees, and advisory bodies.
- Lead with respect and tolerance. We expect all staff and volunteers to embrace this notion and to express it in Board and Society interactions and through everyday practices.

The Society abides by the following action items to help promote diversity and inclusion in our Society:

- Pursue cultural competency throughout our Society by creating substantive learning opportunities and formal, transparent policies.
- Generate and aggregate information related to equity to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts and share resources and progress with the broader SPH community.
- Improve our cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of American society and the membership of the Society.
- Pool resources and expand offerings for underrepresented constituents by connecting with other public health organizations committed to diversity and inclusion efforts.
- Develop and present sessions on diversity, inclusion, and equity to provide information and resources internally, and to share with the SPH community.
- Develop a system for being more intentional and conscious of bias during board and committee selection processes. Train the board on equitable practices.
- Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and policies that create inequity, oppression, and disparity.

## **ARTICLE V. MEMBERSHIP**

Membership in the Society shall be granted to all graduates, former students who have completed a minimum of 12 credits (a full load for two subsequent semesters), faculty, distinguished friends and administrators of SPH.

## **ARTICLE VI. BOARD OF DIRECTORS**

### **Section 1. Voting Members.**

Affairs of the Society shall be conducted by a Board of Directors, “the Board.” The Board shall have up to 22 voting members (including the Dean of the School of Public Health as ex-officio) elected by the current Board membership. Candidates shall be selected to provide a broad representation of academic disciplines and professional roles in the alumni membership.

### **Section 2. Designated Positions.**

- One voting member position shall be designated for a current SPH faculty member who is also a graduate of the School.
- There shall be up to two voting student representatives appointed by the SPH Student Senate to

serve on an annual basis (one-year term).

### Section 3. **Ex-Officio Positions**

The Dean of SPH, or their designee, shall be included as an ex-officio member.

### Section 4. **Term Limits**

When elected, board members shall serve one, three-year term. Members are eligible to serve a second three-year term should they choose.

Leadership is a four-year succession, beginning as President (two years) and continuing to Past-President (two years), and must begin within an elected term. In the event that a board member becomes President in their second three-year term, an extension of membership will be granted for that member to serve additional years in order to complete the succession of the President role.

In the situation that a Director requires a leave of absence due to serious circumstances, the situation will be reviewed by the Executive Committee. The duration of a leave of absence may not exceed one year. The seat will remain unfilled until the Director returns or the leave expires, at which time the remaining board members may appoint a successor for the duration of the unexpired term.

## **ARTICLE VII. OFFICERS**

The Officers of the Board of the Society shall be the President, Vice President, Past-President, Secretary, and Chairs of the committees. This group of officers comprises the Executive Committee. Additional officers may be designated by the Board, if needed.

## **ARTICLE VIII. MEETINGS**

The Board shall meet quarterly. The Board shall annually dedicate time for conducting a review of the bylaws and committee work plans. An end-of-the-year meeting shall be dedicated to electing executive officers and approving the nomination of a slate of new board members.

## **ARTICLE IX. FISCAL YEAR**

The fiscal year of the SPHAS shall be July 1 to June 30.

## **ARTICLE X. AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the Board.

# Bylaws

## ARTICLE I. BOARD OF DIRECTORS

### Section 1. **Duties & Responsibilities.**

- The Board's primary responsibility shall be to assure that the Society's mission is fulfilled and that individual Directors serve as ambassadors for the Society and School.
- The Board shall publicly account to Society members for all of its actions through open meetings, open access to its minutes and periodic communications.
- The Board shall discharge its duties in good faith in a manner that the Board reasonably believes to be in the best interest of the Society.
- Voting Directors are required:
  - to attend 3 of 4 quarterly board meetings (in person or by conference call);
  - to attend two alumni events;
  - to make an annual financial contribution to the School of Public Health at a level that is personally meaningful, and;
  - to be an active participant in at least one committee of the Board.
- The Board shall establish policies for the removal, resignation and replacement of Directors.

In the situation that a Director requires a leave of absence due to serious circumstances, the situation will be reviewed by the Executive Committee. The duration of a leave of absence may not exceed one year. The seat will remain unfilled until the Director returns or the leave expires at which time the remaining Board members may appoint a successor for the duration of the unexpired term.

### Section 2. **Board Meetings.**

- The Board shall meet at the call of the President or at the request of at least three members of the Board.
- A quorum of the Board shall consist of not less than one-half of the members of the Board, including at least one officer of the Board.
- The Board shall reach a decision by a majority vote of those voting.
- The Board shall incorporate an "Executive Session" at the end of each Board meeting as a standing agenda item, during which SPH staff are asked to leave the room.

### Section 3. **Election of At-Large Board Directors.**

An executive nominating committee, consisting of the Vice President as chair and at least two elected Directors, shall recommend a slate of at-large candidates to the Board to be presented by ballot to the Board at least 15 days prior to the end-of-year meeting.

- Nominees shall be elected by a majority vote of current Board members.

- A call for nominations will be disseminated at least 60 days prior to the Nominating Committee's deadline for applicants.
- In the event a vacancy occurs on the Board, remaining Board members may appoint a successor for the duration of the unexpired term. Upon completion of serving the unexpired term, the successor is still eligible to serve their own term in accordance to term and limits for board members.

#### Section 4. **Election of Executive Committee Members & Committee Chairs.**

An executive nominating committee, consisting of the immediate Past-President as chair and at least two elected Directors, shall recommend a slate of executive candidates (President, Vice President, Secretary) and committee chairs to be presented by ballot to the Board at least 15 days prior to the end of year meeting.

- Nominees shall be elected by a majority vote of current Board members.
- A call for nominations will be disseminated at least 60 days prior to the Nominating Committee's deadline for applicants.

### **ARTICLE II. OFFICERS**

#### Section 1. **President.**

- The President of the Society shall serve a two-year term.
- The President will identify the topic for the President's Platform at the start of year one in the two-year term.
- The President of the Society shall call and preside at all meetings of the Society, Board of Directors, and the Executive Committee. The President shall appoint, with the approval of the Board, any additional standing and ad hoc committees and their chairpersons that the Board deems appropriate and shall be an ex officio member of all committees.
- The President shall represent the Society at official SPH functions.

#### Section 2. **Past-President.**

- The Past-President of the Society shall serve a two-year term immediately following a two-year term as President.
- The Past-President will serve as the chair of the Nominating Committee of the executive committee.
- The Past-President will serve as the liaison to the Past President's Council.
- A vacancy occurring in the Past-Presidency shall be filled by a designee appointed by the President, subject to approval by the Board.

#### Section 3. **Vice President.**

- The Vice President shall serve a minimum of one year and no more than three.
- The Vice President shall assume responsibility for board development activities.
- The Vice President shall serve as the chair of the Nominating Committee of the at-large board members.
- The Vice President shall serve as the SPH representative on the UMAA Collegiate Council.
- The Vice President shall assume the duties of the President in the absence or disability of the

President.

- A vacancy occurring in the office of the Vice President during the year shall be filled by a designee appointed by the President, subject to approval by the Board.

#### Section 4. **Secretary.**

- The Secretary shall serve a minimum of one year and no more than three.
- The Secretary shall maintain records of all official action, meetings, and correspondence; be responsible for the preparation and distribution of all communications for the Society as approved by the Board.
- A vacancy occurring in the office of Secretary during the year shall be filled by a designee appointed by the President, subject to approval by the Board.

### **ARTICLE III. COMMITTEES AND COUNCILS**

#### Section 1. **Chairpersons.**

- The Chairpersons of each committee shall provide a report on its activities for each Board meeting.
- The Chairpersons of each committee shall serve as members of the Executive Committee.
- Chairpersons will be recommended by the executive nominating committee and elected for each committee on an annual basis by the Board.
- Chairpersons must be a voting member of the Board.
- Chairpersons will serve a minimum of a one-year term.

#### Section 2. **Executive Committee.**

The Executive Committee of the Board of Directors shall consist of the officers, chairpersons and the Past-President. The Executive Committee shall prepare recommendations concerning affairs of the Society and shall act on the affairs of the Society as authorized by the Board.

#### Section 3. **Standing Committees.**

The charge of each standing committee shall be established by the Board and communicated throughout the year at board meetings.

The Standing Committees of the Society shall be:

- Executive Nominating Committee
- At-Large Nominating Committee
- Engagement Committee
- Mentoring Committee
- Alumni Ambassadors Committee
- President's Platform Committee

#### Section 3.1. **Executive Nominating Committee.**

The Executive Nominating Committee's purpose is to review nominations and select a slate of

candidates to present to the Board for new executive members and committee chair positions on an annual basis. The Executive Nominating Committee shall be chaired by the Past-President and shall include at least two current board members whose terms are not up for renewal. If there is only one nominee for each vacant executive position the Past-President shall determine if a committee is needed for review.

### Section 3.2. **At-Large Nominating Committee.**

The At-Large Nominating Committee's purpose is to review nominations and select a slate of candidates to present to the Board for new at-large member positions on an annual basis. The At-Large Nominating Committee shall be chaired by the Vice-President and shall include at least two current board members.

### Section 3.3 **Engagement Committee.**

The Engagement Committee's goal is to support events and activities that continuously engage the SPH alumni community. The Committee will be tasked with promoting, attending, and participating in events and activities that provide opportunities for alumni networking, fosters SPH affinity and pride, and enhances the student experience. In addition, the committee helps to promote, seek nominations and assist with selecting the annual recipients of the SPH Alumni Awards. Members may be current board members, current students, or members of the Society.

### Section 3.4 **Mentoring Committee.**

The Mentoring Committee works to support the school's annual Mentor Program in terms of providing assistance with the recruitment of mentors, as well as providing additional content and support for Mentor Program participants. Committee members also work on programming that connects alumni and students. Members may be current board members, current students and/or members of the Society.

### Section 3.5 **Alumni Ambassadors**

The Alumni Ambassadors Committee will focus on connecting alumni with volunteer opportunities that will help elevate student recruitment, enhance the SPH student experience, promote career development, and strengthen the reputation and brand of SPH. The Committee will also focus on recruiting and developing alumni volunteers to serve as ambassadors for SPH. Members of this committee may include current board members, current students, and/or members of the Alumni Society. Committee will meet up to 4 times a year.

### Section 3.6. **President's Platform Committee.**

The goal of the President's Platform Committee is to enhance the engagement of the alumni board with faculty, students, and its alumni by working together on a public health issue identified by the President. The council will seek to make a difference by working together to promote an agenda determined by the group. Members may be current board members, current students and/or members of the Society.

### Section 4. **Past Presidents Council.**

This Council invites all Past Presidents to serve by assisting the Board as needed with activities and programs. The immediate Past President of the Board will be its liaison. The primary purpose of the council is to retain and utilize the expertise and connections of our past presidents, and also to offer the voice of experience.

**Section 5. Special Committees.**

Special committees shall be appointed by the Board, shall have a specific purpose of a short-term nature, and shall be dissolved by the Board when its task is completed. Members may be current board members, current students and/or members of the Society.

**ARTICLE VI. AMENDMENTS**

The Bylaws may be amended by a two-thirds vote of the Board of Directors.