

BYLAWS OF THE ALUMNI ASSOCIATION OF  
THE SCHOOL OF HEALTH AND HUMAN SCIENCES

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

ARTICLE I: NAME

The name of this association shall be the Alumni Association of the School of Health and Human Sciences at the University of North Carolina at Greensboro, hereinafter referred to as the Health and Human Sciences (HHS) Alumni Association.

ARTICLE II: PURPOSES

The purposes of the Health and Human Sciences (HHS) Alumni Association are to:

1. Enhance the unity of the alumni of the seven Departments and three Programs within the School of HHS by developing a connection and network among alumni of HHS. These departments and programs are Communication Sciences and Disorders (CSD), Community and Therapeutic Recreation (CTR), Peace and Conflict Studies (PCS), Genetic Counseling (GEN), Gerontology (GRO), Human Development and Family Studies (HDFS), Kinesiology (KIN), Nutrition (NTR), Public Health Education (PHE), and Social Work (SWK).
2. Foster the health and wellness of the University community, including students, faculty, staff, and all alumni, by participating in campus events, such as by volunteering at Homecoming events sponsored by the School of HHS.
3. Maintain communication between HHS alumni and the School of HHS.
4. Recognize distinguished alumni in HHS and present Distinguished Alumni Awards annually.
5. Affiliate with the UNCG Alumni Association and promote representation on its Board.
6. Promote affiliation with the HHS Alumni Association among students in the seven departments and three programs.

ARTICLE III: STATUS

This association is a non-profit organization and does not contemplate the distribution of gains, profits, or dividends to the members.

ARTICLE IV: ALUMNI ASSOCIATION ORGANIZATION AND RESPONSIBILITIES

Section 1. Organization

- a. The School of HHS Alumni Association is affiliated with The University of North Carolina at Greensboro, the UNCG School of HHS, and the UNCG Alumni Association. The HHS Alumni Association shall function under bylaws, policies, and procedures which are not in conflict with any of those

- entities.
- b. The School of HHS Alumni Association is a constituent group of the UNCG Alumni Association. All graduates of the School of HHS are automatically members of the UNCG Alumni Association and the HHS Alumni Association. Former HHS students who attended UNCG one or more years in one of the seven departments and three programs in the School are also alumni and are automatically members of this Association.
  - c. HHS clubs can be an affiliate of the regional UNCG alumni chapters. Alumni Association chapters may be organized in any geographic area, with the support and approval of the UNCG Alumni Association.

## Section 2. Responsibilities

Responsibilities of the HHS Alumni Association shall be to identify and connect with the alumni of the School. The Association will also provide information to the School for publicizing alumni affairs, select honorary members, elect chapter officers, and revise its bylaws, policies, and procedures. In addition, the Association will coordinate regular programs, activities, and outreach for members and current students. Members of the HHS Alumni Association shall fulfill the requirements and qualifications defined in this article, perform all assigned duties designated by these bylaws, and work toward fulfilling the purposes of the HHS and UNCG Alumni Associations.

## ARTICLE V: MEMBERSHIP

### Section 1. Definition of Membership

- a. Active membership in the HHS Alumni Association shall consist of all graduates of the School of HHS, as well as former students who attended UNCG and majored in a discipline in one of the seven departments and three programs in the School one or more years without completing a degree.
- b. Only active members of the HHS Alumni Association will be eligible to vote, hold office, and chair committees.
- c. Board members are required to attend three of four quarterly meetings per year as well as two or more sponsored events. Board members are required to communicate to officers regarding anticipated absences of meetings or sponsored events.
- d. If a board member does not satisfy attendance expectations without communication about these absences, the President will initiate communication with the member to discuss his/her future plans with the HHS Alumni Association.

### Section 2. Ex Officio Membership

Ex officio members are defined as non-graduates of The University of North Carolina at Greensboro. This would include faculty (current, retired, and/or adjunct), staff, and friends of the institution. Ex officio members are not eligible to vote.

## ARTICLE VI: MEETINGS

### Section 1. Regular Meetings

- a. The HHS Alumni Association will hold informal gatherings open to all members of the Association quarterly during each academic year. Strategic times to schedule board meetings include mid-January (quarter 1), early April or before the Awards Reception (quarter 2), mid-June for voting (quarter 3) and October before Homecoming events (quarter 4).
- b. At each of these gatherings, a member of the Board of Directors shall give a brief report on the activities of the Association. These gatherings may be held in locations around the state, as well as in Greensboro. All members of the Association will receive e-communications, or mailed notices when necessary, of each gathering at least six weeks in advance of the meeting. Board members will also contact members (e.g., by telephone) to encourage them to attend.
- c. When business meetings are held, brief reports will be given by officers and committee chairs, and important issues requiring a vote can be presented at that time.

### Section 2. Special Meetings

Special meetings may be called by the President upon written request of 10 active members of the HHS Alumni Association or upon a written request of a majority of the Board of Directors. Additionally, a special meeting of the Alumni Association may be called at any time provided electronically sent and/or mailed written notice of the date, time, location, and purpose of the meeting has been sent to all members at least 14 days prior to the date of the special meeting.

## ARTICLE VII: ELECTIONS

### Section 1. Eligibility

Only active members of the HHS Alumni Association are eligible to hold office. Elected members of the Board will include officers and members-at-large. Other Board members will be representative of each of the seven departments and three programs. Nominations for board members will be solicited from active members of the HHS Alumni Association, current board members, the executive committee and UNCG faculty and staff each year.

### Section 2. Time

Officers of the Board of Directors shall be elected by the members of the Board at the final Board meeting of the academic year. These officers will be introduced at the annual meeting as specified by these bylaws.

### Section 3. Vote

- a. Active members of the HHS Alumni Association are eligible to vote for members of the Board of Directors. Votes may be cast electronically or by mailed proxy.
- b. Nominations for officer positions may be submitted by any member of the HHS Alumni Association and will be voted on by the Board of Directors each spring.
- c. If two or more candidates run for the same office, the candidate with the highest number of votes is elected.
- d. Votes by elected directors and officers may also be cast by electronic or mailed proxy.

## ARTICLE VIII: OFFICERS

### Section 1. Titles

- a. The officers of the HHS Alumni Association shall be: President; President-Elect; Past President; and Secretary. An alumna of Women's College may serve as Vice-President. This office is appointed by the President.
- b. The President, with the approval of the Board of Directors, when appropriate, shall appoint such other persons as necessary to conduct the business of the HHS Alumni Association.

### Section 2. Vacancies

The President-Elect fills the vacancy of the President. Other vacancies are filled by appointment of the Board of Directors until the next election.

### Section 3. Terms

- a. The length of term for all officers is 1 year; thus the President-Elect through Past Presidency cycle equates to 3 years.
- b. All terms of office shall be July 1<sup>st</sup> through June 30<sup>th</sup>.
- c. The length of term for all members of the Board of Directors is 3 years; however, board members may serve for consecutive terms.

### Section 4. Duties

- a. The President shall be the executive officer and shall administer all business of the HHS Alumni Association as provided by these bylaws. The President serves as the chief representative of the HHS Alumni Association to other chapters outside of the Greensboro area and to the UNCG Alumni Association.
- b. The Vice-President, if one has been appointed, will assist the President.
- c. The President-Elect shall succeed the President at the end of the term of office and shall promote the purposes of the HHS Alumni Association.
- d. The Past-President will assist the President with the operations and policies of

- the Board.
- e. The Secretary shall serve as corresponding and recording secretary.
  - f. Each officer shall present a report when appropriate at each meeting of the HHS Alumni Association.
  - g. The President will initiate communication with any board member that has not met the attendance requirement as defined by these bylaws and has not communicated to the board about these absences. The purpose of this communication is to determine whether the board member will continue to serve on the board or resign.

## ARTICLE IX: COMMITTEES

### Section 1. Board of Directors

The Board of Directors shall consist of the President, President-Elect, Past-President, and Secretary, two members from each of the seven departments and three programs in the School of Health and Human Sciences, and two Members-at-Large, to be appointed by the Dean of the School of Health and Human Sciences.

### Section 2. Standing Committees

- a. The standing committees shall be: Nominating, Event Planning (To include Social Events)/Membership, and Awards. The Chairs of these committees shall be members of the HHS Board of Directors.
- b. The Chairs of Standing Committees will be appointed by the President, with recommendations from the above members, and will also be members of the Board. These positions (Chairs) will be selected from either the representatives from departments or by the Members-at-Large.
- c. The terms of office for all committees will be two years. Any committee member may be appointed to a second consecutive term.
- c. Each standing committee shall present a report at each meeting of the Board of Directors of HHS and an annual report to the membership at the annual meeting.
- d. Each committee shall prepare policies regarding its area of responsibility for Board of Director approval.

### Section 3. Nominating

- a. The Nominating Committee shall consist of three appointed members.
- b. Nominating Committee members shall not be eligible for any elected office on the current ballot.
- c. The Nominating Committee shall secure the consent to serve, prepare the ballot, and send the ballot to the Board of Directors at least 2 weeks prior to the election.
- d. The Nominating Committee shall provide a report of election results following the election.

### Section 4. Event Planning/Membership

- a. The Event Planning/Membership Committee shall consist of three members appointed by the President.
- b. The Event Planning/Membership Committee shall plan activities.
- c. The Event Planning/Membership Committee shall publicize the HHS Alumni Association, recruit members, and publicize awards conferred by the HHS Alumni Association.

#### Section 5. Awards Committee

- a. The Awards Committee shall consist of three members appointed by the President.
- b. The Awards Committee shall review nominations and select the winners of awards offered by the School of HHS.

#### Section 6. Special Committees

Special committees may be appointed for some special work or purpose. A special committee expires with the completion of the charge and the presentation of the report.

### ARTICLE X: FINANCE

#### Section 1. Fiscal Year

The fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup> to coincide with the University fiscal year.

#### Section 2. Funding

Any funds available for the operation of the HHS Alumni Association will be those granted by the Department Chairs in the School of HHS, the Dean of the School of HHS, and the UNCG Alumni Association.

#### Section 3. Financial Responsibilities

The HHS Alumni Association does not have any finances. Any finances provided for the benefit of the Association will be managed by the Office of the Dean.

### ARTICLE XI: QUORUM

#### Section 1. Membership

A quorum at any regular or special meeting of the HHS Alumni Association shall consist of a simple majority of the Board of Directors and all active members present.

#### Section 2. Board of Directors

A quorum of the Board of Directors shall consist of a simple majority. All members of the Board, except ex officio members, are voting members.

## ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the HHS Alumni Association in all cases in which they are not inconsistent with these bylaws.

## ARTICLE XIII: AMENDMENTS

### Section 1. Amendments with Notice

These Bylaws may be amended by a simple majority vote of the HHS Alumni Association active members present and voting at any meeting of the association. Proposed amendments shall be in the hands of the HHS Alumni Association secretary at least one month before the date of the meeting and shall be appended to the agenda of the annual Alumni Association meeting.

### Section 2. Amendments without Notice

The Bylaws may be amended by a simple majority vote of the HHS Alumni Association active members present and voting at any scheduled meeting without previous notice.

### Section 3. Bylaws Changes

All changes from the membership shall be included in these HHS Alumni Association Bylaws.

## ARTICLE XIV: DISSOLUTION

A resolution for dissolution of the HHS Alumni Association shall be signed by a majority of Active members entitled to vote and shall be presented at a meeting of the HHS Alumni Association. The officers shall notify the members and call a special meeting of the HHS Alumni Association for the purpose of considering and acting upon such resolution. If three-fourths of those Active members present and voting vote for the dissolution, the officers shall notify the Dean of the School of Health and Human Sciences and the UNCG Alumni Association Office and shall take necessary steps to conclude the affairs of the HHS Alumni Association.

Proposed and approved: October 2012

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