



**Nicholls State University
College of Nursing**

College of Nursing Alumni Chapter

BYLAWS

ARTICLE I. NAME

The name of the organization is the Nicholls State University College of Nursing Alumni Chapter.

ARTICLE II. PURPOSE

The purpose of the College of Nursing Alumni Chapter is to foster a spirit of community and loyalty among the graduates of the College of Nursing while providing a platform for alumni to meet for educational, professional, and social purposes; to serve in an advisory role to the college; to promote the college and the profession through student recruitment and advocacy; and to promote interest in and financial support for the college.

ARTICLE III. Membership

Section 1. General Membership

The College of Nursing Alumni Chapter is open to all persons who earned an undergraduate nursing degree (Associate of Science, Nursing or Bachelor of Science in Nursing) or graduate nursing degree from Nicholls State University.

Section 2. Friend of the College of Nursing Alumni Chapter Membership

Present and retired faculty who did not earn an undergraduate or graduate degree in nursing from Nicholls State University, and persons who have rendered valuable service to the College of Nursing are eligible to join as a Friend of the College of Nursing Alumni Chapter. This level of membership entitles the holder, thereof, to all rights, privileges, and responsibilities of any member of the College of Nursing Alumni Chapter, except that of holding office or voting.

Section 3. Active Membership

Membership shall be for one year. Criteria for active membership will be based on fulfillment of the annual dues requirement as authorized in the bylaws of the College of Nursing Alumni Chapter and the Nicholls Alumni Federation.

Section 4. Membership Dues

General membership dues are \$10.00 a year, per individual. Note, in order to become a member of the College of Nursing Alumni Chapter, alumni must first join the Nicholls Alumni Federation.

Friend of the College of Nursing Alumni Chapter membership dues are \$10.00 a year, per individual. Note, in order to become a member as a Friend of the College of Nursing Alumni Chapter, any person must first join the Nicholls Alumni Federation as a *Friend of Alumni*.

Section 5. Benefits of Membership

Benefits for the College of Nursing Alumni Chapter members shall include invitations to alumni socials, invitations to College of Nursing functions, as well as other networking opportunities. Additionally, as a member of the Nicholls Alumni Federation, members receive *The Colonel* official university magazine, invitation to the Annual Alumni Crawfish Boil, participation in the Alumni Federation's annual board election, access to tailgates, discount rates on university rentals, Ellender Memorial Library privileges, and, local and national business discounts.

ARTICLE IV. Board of Directors

Section 5. – Board of Directors – Members and Functions

The Board of Directors shall assist the officers in chapter operations and will enable the work of the chapter through advocacy and resource development. The Board of Directors will lead chapter strategic planning.

The Board of Directors shall be comprised of the following:

- A. The four executive officers – President, Vice President, Secretary, and Treasurer.
- B. The past president – serving as ex-officio, no vote. The past president will also assist with issuing a call for nominations for officer elections, will present nominees to the general membership during the election meeting, issue and count ballots. Nominations may also be taken from the floor.
- C. Two Members at-large – additional numbers to be determined by the elected members of board; the numbers are dependent on the needs of the organization.
- D. Faculty Advisory - Two current faculty alumni members from the College of Nursing.
- E. The Dean of the College of Nursing or representative appointed by the Dean.

Section 6. – Board of Directors - Nominations, Election Process, and Service

- A. The four executive officers, the two members at-large, and the two faculty advisors shall be elected during the first year from a list of candidates nominated by the members. In

subsequent years, the officers, the two members at-large, and the two faculty advisors shall be elected at the spring meeting from a list of candidates nominated at the meeting.

- B. Each person elected to the Board of Directors must be a College of Nursing Alumni Chapter member at the time of the election and shall serve a two-year term.
- C. The Board of Directors may remove any member of the Board who has three or more consecutive absences from regular meetings.
- D. The Board of Directors shall be called upon to report on activities, seek advice and provide counsel, and nominate and elect members.
- E. The President will chair the meetings of the Board of Directors. The President may call additional meetings as needed. Meetings may be held in person or via electronic platform.

Section 7. – Board of Directors Meetings

The President of the College of Nursing Alumni Chapter shall call the bi-annual meetings of the Board of Directors. The President may call additional special meetings as needed.

ARTICLE V. Executive Board

Section 1. Executive Board – Officers, Terms, and Functions

The College of Nursing Alumni Chapter shall be governed by the Executive Board. The Executive Board is comprised of the officers to include the President, Vice President, Secretary, and Treasurer. The Executive Board also serves as members of the Board of Directors. Each officer shall serve a two-year term. The outgoing President shall serve for one-year as an ex-officio member. The function of the Executive Board, led by the President, is to lead, manage, and accomplish the work of the chapter and determine how to accomplish the strategic goals set forth by the Board of Directors.

Section 2. - Nominations and Election Process

- A. The Nominating Committee, which consists of the Executive Board and the Board of Directors, shall nominate one candidate for each office; additional nominations shall be accepted from the membership during the spring meeting. It is the Nominating Committee's responsibility to issue a call for nominations for officer elections, present nominees to the general membership during the election meeting, and issue and count ballots.
- B. Officers will be elected by simple majority vote of members present at the spring meeting. Voting may occur by voice, ballot, roll call or by any other method authorized by the Executive Board and the Board of Directors which may include synchronous electronic in-person voting, anonymous secure voting, or an anonymous survey. If the creation of a ballot is necessary, the Nominating Committee is charged with developing the ballot.
- C. Should any officer be unable or unwilling to complete their respective term, the Executive Board shall vote for another officer from the Committee to fill the vacated position. The officer elected to fill the vacated position shall complete the term of the original office.

Section 3. – Duties of Officers

- A. The *President* shall preside at meetings, chair the Executive Board, chair the Board of Directors, and function as the executive officer of the College of Nursing Alumni Chapter. The President will set the agenda to include: call the meeting to order, call roll, approval of minutes, present old/new business, announcements, other, and adjourn the meeting.
- B. The *Vice President* shall preside in the absence of the President ensuring all duties are executed.
- C. The *Secretary* shall be responsible for recording minutes of all Board and general membership meetings and shall maintain records of the organization. Records shall be housed in the Dean’s office in the College of Nursing.
- D. The *Treasurer* shall be the chief financial officer of the organization and shall serve as liaison to the College of Nursing and the Nicholls Alumni Federation. The Treasurer shall maintain a current list of paid members/roster and regularly inform the Executive Board and the Board of Directors of the status of the membership. The Treasurer shall present financial statements to the Executive Board and the Board of Directors, prepare a report of income and expenses at the annual meetings, and keep complete records of all accounts.

Any/all expenditure requests must be submitted for approval to the Executive Board in writing using the College of Nursing Alumni Chapter Expenditure Request form. Once approval is received, the Treasurer will ensure funds are adequate/available. The subsequent request for payment will be submitted to the President by the Treasurer for approval. Two-signatures are required for any/all checks written—to include the Treasurer and the President of the College of Nursing Alumni Chapter.

Section 4. – Executive Board – Meetings

The President of the Executive Board for the College of Nursing Alumni Chapter shall call at a minimum, three meetings of the Executive Board, per calendar year—one in the spring semester, one in the summer semester, and one in the fall semester. The President may call additional meetings as needed. Meetings may be held in person or via electronic platform.

ARTICLE VI. Committees and Functions

Section 1. Committees

The Board of Directors may appoint an ad hoc, special committee, or task force it deems necessary to aid in the operation of the alumni chapter.

Section 2. Standing Committees

Each Standing Committee will meet as needed, but no less than twice a year.

- A. Membership Committee – Chaired by the Vice President. The functions of the Membership Committee include: encourage high attendance at meetings and events, work with the Secretary to maintain current membership roster, report address changes to the Federation, and encourage contributions to the Alumni Federation, the chapter, and scholarships. Two elected members will serve on the committee.
- B. Publicity Committee – Chaired by the Secretary. The functions of the Publicity Committee include: supply information/pictures and newsworthy facts from chapter meetings and events to the College of Nursing to disseminate to media outlets and to the Federation for publications. Two elected members will serve on the committee.
- C. Finance Committee – Chaired by the Treasurer. The functions of the Finance Committee include: handle contributions to scholarships, donations, and charges for meals and meetings and selling of tickets; approve all expenditures. Two elected members will serve on the committee.
- D. Event Committee - Chair to be appointed by the Executive Board. The functions of the Event Committee include: arrange for receptions and events prior to the start of the program and introduce guests to members; arrange for a host and hostess to mingle among the group and introduce guests; create/plan chapter events. Two elected members will serve on the committee. Additional volunteers may be called depending on the size of the event.

ARTICLE VII. Amendments

Amendments to the bylaws shall be proposed to the Executive Board and the Board of Directors at the annual meetings or at a special general meeting. Amendments to the bylaws are adopted by a vote of the majority of members present.

Robert's Rules of Order shall govern the parliamentary authority when conducting meetings of the College of Nursing Alumni Chapter.

Adopted: 10/17/2023