

Mennonite Nurses Alumni Organization  
Illinois State University  
Normal, Illinois

Article I. Name:

The name of this Organization shall be the Mennonite Nurses Alumni Organization at Illinois State University, Normal, Illinois; hereinafter called the Organization.

Article II. Purposes:

- a. Promote collaboration and fellowship among graduates and students of the Mennonite College of Nursing at Illinois State University.
- b. Promote professionalism and educational advancement of nursing.
- c. Provide financial assistance to students of Mennonite College of Nursing at Illinois State University.
- d. Encourage continuing education of all graduates.
- e. Support the enhancement of the education program of the College of Nursing.

Article III. Membership:

- a. Any graduate of Mennonite School/College of Nursing may be considered a member.
- b. Any students or faculty member of the Mennonite College of Nursing may be considered a member of this Organization upon request.

Article IV. Administrative Board:

Section 1. Purpose

The Administrative Board is vested with the management of the affairs of this Organization.

Section 2. Responsibilities

- a. Maintain an annual operating budget with assistance of Mennonite College of Nursing's Associate Director of Business and Finance.
- b. Conduct the ongoing business of the Organization by meeting at least three times annually and planning events and activities.
- c. Appoint the replacement for any vacancy occurring in a term of office.
- d. Hold an annual meeting of the general membership of the Organization.

### Section 3. Composition

- a. The number of Board members of this Organization will be a minimum of three elected/appointed members who shall have one vote each.
- b. Ex-officio members without vote shall include a representative of the College and members of the student body.

### Section 4. Term of Office

- a. Members shall be elected by the existing Board members for a term of two (2) years.
- b. Members can serve a total of three (3) consecutive terms on the board.
- c. The term of office shall begin January 1 (beginning in 2009).
- d. The board may vote to extend a board member's term at the end of the third consecutive term on the board.

### Section 5. Board Vacancies

- a. The Administrative Board shall have full power to fill all vacancies.
- b. New members appointed to fill unexpired terms will serve the remainder of the expired terms and shall be eligible to serve three succeeding terms.

### Section 6. Resignation/Removal of Office

- a. A Board member may resign at any time.
- b. Any elected or appointed director may be removed for cause by a two-thirds majority vote of members of the Board of Directors, notice of such contemplated action having been given at least 30 days prior to such action.

### Section 7. Quorum

A majority of the members of the Administrative Board must be present to conduct business.

## Article V. Officers:

### Section 1. Administrative Board Officers

- a. The officers shall be President and President-Elect, who are current members of the Board.

- b. All Officers shall be elected/appointed annually by the MNAO Board and hold only one office at a time.
- c. Officers can be re-elected/re-appointed.

## Section 2. Responsibilities

- a. The President. The President Shall:
  - 1. Preside at all meetings of the Organization.
  - 2. Appoint the chairpersons and members of special committees.
  - 3. Be an ex-officio member of all committees.
  - 4. Make the final decision if a tie vote occurs.
  - 5. Maintain communications with the Dean of the College of Nursing and Alumni Services of Illinois State University.
  - 6. Consult the Board Members for emergency decisions.
  - 7. Notify all Board members of upcoming meetings two weeks in advance in writing.
- b. The President-Elect. The President-Elect Shall:
  - 1. Assume the duties of the President in his/her absence.
  - 2. Assume other duties assigned by the President.
- c. The Mennonite College of Nursing's Administrative Aide or Dean's designee shall:
  - 1. Conduct the correspondence of the Organization as requested.
  - 2. Keep a written report of each Board meeting, present minutes to the Administrative Board, and keep appropriate correspondence of each meeting.
  - 3. Keep and maintain other records of the Organization's activities and report to the Illinois State University Alumni Services office.
  - 4. Keep records of special honors, awards, and activities of alumni members.
  - 5. Distribute a written financial report at each Board meeting that is prepared by the Associate Director of Business & Finance of Mennonite College of Nursing.
- d. Committees. The standing committees and responsibilities shall be as follows:

1. Homecoming and Special Events - In collaboration with MCN staff, plans and implements Homecoming and other alumni events. The Committee:
  - a. Consists of as many persons the Board deems necessary to plan for the activities of the Organization.
  - b. Plans and implements all events for the Organization.
  - c. Purchases plaques for Alumni Awards.
  - d. Chairperson provides written report for filing and the Annual Report.
2. Membership – Actively recruits member participation for Board and Sub-Committees. Plans and hosts student-alumni connections.
3. Communications – Collaborates with MCN Associate Director, Public Relations for input related to MCN articles/publications. Collaborates with MCN staff to develop and maintain alumni web page.
4. Fundraising, Awards and Scholarships – Oversees award and alumni scholarship processes in collaboration with MCN staff. Collaborates with MCN staff to develop alumni fundraising projects.
5. Other Committees may be formed as determined by the Board.

Article VI. Fiscal Year:

The fiscal year of the Organization shall be January 1 to December 31. An annual report to the university Alumni Services office shall be submitted at the end of the year.

Article VII. Parliamentary Authority:

Section 1.

The order of business at Board meetings shall be:

- a. Call to order
- b. Reading of minutes
- c. Report to officers
- d. Report of standing committees and special committees
- e. Report of College Representatives and student reports
- f. Unfinished Business

- g. New Business
- h. Adjournment

Section 2.

The order of business at the annual meeting shall be as follows with a packet of information (including the board's activities) being supplied to members at meeting for review:

- a. Call to order
- b. Reading of minutes
- c. Address of the President
- d. Annual Financial Report
- e. Annual report of standing and special committees
- f. Unfinished business
- g. New business
- h. Introduction of the Administrative Board members
- i. Adjournment

Article VIII. Amendments:

The By Laws of the Organization may be amended at any meeting by a two-thirds (2/3) vote of the Organization members present and voting. Proposed changes shall be made available to members prior to voting.

Final 09/24/2008  
JAD