

Bylaws

Article I. Name

The name of this Organization shall be the Mennonite Nurses Alumni Organization at Illinois State University, Normal, Illinois. (Hereinafter referred to as the Organization)

Article II. Purpose

The purpose of the organization is to enhance the connection between student and alumni while supporting the mission of Mennonite College of Nursing at Illinois State University. The organization serves to

- 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 program of the College of Nursing
- F.** Encourage the connection between students and alumni in a way that fosters lifelong active engagement with the Organization as well as strengthen its networks of influence

Article III. Membership

The Mennonite Nurses Alumni Organization at Illinois State University is a volunteer, nonprofit organization that serves alumni, the College of Nursing, the University, and students. Members of the organization include

- A.** Any graduate of Mennonite School of Nursing
- B.** Mennonite College of Nursing at Illinois State University
- C.** Any students or faculty members of the College of Nursing who is invited to be a member

Article IV. Administrative Board of the Organization

The Administrative Board of the Organization consists of no less than three volunteer leaders representing a diverse blend of ages and experiences and charged with the management of the work of the Organization, including:

- A.** Maintain an annual operating budget with assistance of Mennonite College of Nursing at Illinois State University's Director of Business and Finance
- B.** Develop annual measurable goals and outcomes that support the purpose of the Organization.
- C.** Meet at least three times annually, in person, by telecommunications, or by any other electronic means of connection to plan events, activities, and exchange ideas to promote the goals of the Organization.

- D.** Appoint any replacement for any vacancy occurring within the offices of President or President-Elect
- E.** Recruit and encourage active participation of membership to the Administrative Board of the Organization.

Article V. Terms of Office

- A. Officers:** The elected officers of the Organization consist of a president and president elect. The Administrative Board of the organization may create and define the duties of other officers and may elect or appoint persons to fill such.
 - 1. The President of the Organization can serve a total of two (2) consecutive terms of two years each (total of four years) as the elected officer on the board
 - 2. The President Elect of the Organization is generally expected to serve a two year term as the president elect followed by a two year term as President of the Organization.
 - 3. The term of office shall begin on January 1 of the calendar year.
- B. Members:** Members of the Administrative Board of the Organization are asked to commit to a term of two (2) years.
 - 1. Members of the board can serve a total of three consecutive terms on the board
 - 2. After three consecutive terms of the board a member can request or be invited to continue on additional terms. Extensions will be voted on by serving board members.
 - 3. The term of office shall begin on January 1 of the calendar year.

Article VI. Election

The officers of the Administrative Board of the Organization shall be elected by the Administrative Board at one of convened meetings. Candidates for the office shall be nominated by an Administrative Board member.

Article VII. Resignation/Removal from office

- A.** A board member or officer can resign at any time
- B.** All elected and appointed members are expected to attend, in person or by another form of connected telecommunication, 75% of convened meetings in a calendar year. Any member unable to meet this goal may be considered for removal from the Administrative Board.
- C.** Any appointed or elected board member may be removed by a majority vote of active Administrative Board members. Members of the Administrative Board will be given at least 30 days notice prior to such contemplative action.

Article VIII. Responsibilities

A. The President

- 1. Preside at all the meetings of the organization
- 2. Appoint chairpersons and members of special committees as needed
- 3. Serve as ex-officio member of all committees
- 4. Make final decisions if a tie vote occurs

5. Maintain communication with the Dean of the College of Nursing and Alumni Services at Illinois State University
6. Consult the Administrative Board members for emergency decisions

B. The President-Elect

1. Assume the duties of the President in his/her absence
2. Assume other duties assigned by the President or the Administrative Board

C. The Mennonite College of Nursing at Illinois State University's Administrative Aide or Dean's designee

1. Conduct the correspondence of the Organization as requested
2. Keep a written report of each Administrative Board meeting, present minutes to the Administrative Board members, 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 Administrative board meeting that is prepared by the Associate Director of Business & Finance of Mennonite College of Nursing at Illinois State University
6. Keep record of Organization member (appointed and elected) attendance and notify the board of any member misses more than 25% of scheduled meetings.
7. Notify all Administrative Board members of the Organization of upcoming meetings at Illinois State University two weeks in advance in writing whenever feasible

D. Administrative Board of the Organization members

1. Respect the confidentiality of information and mailing lists
2. Attendance in some form at each regularly scheduled meeting of the Organization
3. Establish and implement policies as needed that are effective, legal, ethical, and accountable
4. Assess the performance of all Organization policies, programs, and services

E. Committees of the Administrative Board of the Organization

When needed to accomplish the goals of the Organization efficiently and effectively, the work of the Administrative Board of the Organization may be divided into the following committees:

1. Homecoming
2. Awards and Scholarship
3. Membership
4. Communications
5. Fundraising
6. Special Events
7. Additional committees may be formed as determined by the Administrative Board

Article IX. Fiscal year

The fiscal year of the Organization shall be January 2 to December 31. An annual report to the university Alumni Services office shall be submitted at the end of the fiscal year.

Article X. Parliamentary Authority

The order of business at the Administrative Board of the Organization meetings shall be

1. Call to order
2. Reading of minutes
3. Report to officers
4. Report of standing and special committees
5. Report of college and University Representatives and student reports
6. Unfinished business
7. New business
8. Adjournment

Article XI. Amendments

The By-Laws of the organization may be amended at any meeting by a majority vote of the Organization members present and voting. Proposed changes shall be made available to members prior to voting