

UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE

ALUMNI ASSOCIATION BYLAWS

Revised December 2012

The University Of Arizona College Of Medicine Alumni Association will function as a subgroup (Council) of the University of Arizona Alumni Association.

ARTICLE I MEMBERSHIP

Section 100. Members

All graduates of the University Of Arizona College Of Medicine, shall be members of the College of Medicine Alumni Association, subject to individual consent in each case.

Section 101. Associate Members

All former students of the University of Arizona College of Medicine, and house staff at the Arizona Health Sciences Center who did not graduate from the College of Medicine but did receive a doctor of medicine degree from another medical school, shall be Associate Members of the College of Medicine Alumni Association, subject to individual consent in each case.

Section 102. Honorary Members

The Board of Directors of the College of Medicine Alumni Association shall be empowered to confer honorary membership in the College of Medicine Alumni Association upon such persons as it shall deem worthy of such an honor, and who shall have rendered some outstanding service to the University of Arizona College of Medicine. Honorary Members shall be entitled to all privileges of membership except that they may not vote.

Section 103. Place, Time and Notice of Meeting

The members of the College of Medicine Alumni Association shall meet at Tucson, Arizona annually, during Homecoming or on any other day designated by the Board of Directors. Due notice of this meeting shall be given in the Medical Alumni News published immediately before such scheduled general membership meetings.

ARTICLE II DUES

Section 200. Dues

The University Of Arizona College Of Medicine Alumni Association may, subject to the approval of the College of Medicine Alumni Association Board of Directors, fix dues to be charged to its members.

ARTICLE III RESPONSIBILITIES

Section 300. College of Medicine Alumni Association

- A) The College of Medicine Alumni Association may organize in any manner considered advisable and expedient to fit the needs of the College of Medicine. A President, Vice-President, Secretary may be selected and such other offices as they believe necessary.
- B) The University of Arizona Alumni Office will be notified annually of the College of Medicine Alumni Association's President.
- C) A set of bylaws, acceptable to the University of Arizona Alumni Association, will be submitted to the University of Arizona Alumni Association Office.
- D) Only one charter will be issued to the College of Medicine Alumni Association.

Section 301. Annual Reports

The College of Medicine Alumni Association shall submit to the University of Arizona Alumni Office, on or before the first day of March of each year, a list of its active members and their current mailing addresses. It shall be correct to the best of its knowledge.

Section 302. Subgroups

The College of Medicine Alumni Association may from time to time organize special interest subgroups, membership in which shall be open to any Alumni Association members.

ARTICLE IV BOARD OF DIRECTORS

Section 400. Directors

The Board of Directors of the College of Medicine Alumni Association shall be composed of 25 members, to include as many representatives from each graduating class as possible. In addition to these 25 members there will be 3 representatives from each current class in the College of Medicine. The Dean of the College of Medicine (or his designate), representative(s) of the COM-Tucson Alumni Affairs and Development units, and representative(s) of the COM Phoenix Alumni and Development units, shall be non-voting, ex-officio members of the board.

Directors shall be appointed for a term of three years, with the option for reappointment to subsequent terms, providing no other volunteers are willing to serve. There is no limit to number of terms.

Any vacancy occurring during a director's term of office will be filled by appointment of the President of the College of Medicine Alumni Association, or by volunteer, subject to approval of the Board.

Section 401. Meetings

There shall be three to four meetings annually, as arranged by the President, with one meeting functioning as the formal Annual Meeting of the Board of Directors. Additional meetings may be called by the President, or at least 4 members of the Board. Written and/or electronic notice shall be given to the entire Board at least ten days before the meeting.

Section 402. Duties and Purposes

The affairs of the college of Medicine Alumni Association shall be conducted by the Board of Directors. The Board shall formulate plans, policies and programs; give advice and direction to the College of Medicine Office of Alumni Affairs; and coordinate plans for alumni activities in order to promote the purposes of the College of Medicine Alumni Association. The Board shall administer all funds of the College of Medicine Alumni Association: but in the administration and expenditure of such funds, it shall be subject to the advice and consent of the Dean of the College of Medicine.

Section 403. Quorum

A majority of the voting Board members shall constitute a quorum for all meetings of the Board.

ARTICLE V OFFICERS

Section 500. Election of Officers

The first order of business at the annual meeting will be to elect those officers that must be elected from among the elected directors for the ensuing year.

Section 501. Term of Office

Officers shall serve for one year or until their successors have been elected. Officers may serve up to three consecutive terms.

Section 502. Qualification of Officers

- A. The President, Vice President, Secretary and Treasurer must be elected from among the Directors.

Section 503. President

The President shall preside at all meetings of the Board of Directors. The President shall perform such duties as usually attend the office of President or as may be prescribed by the Board of Directors and shall serve as an ex-officio member of all committees. The President shall be a voting member of the University Of Arizona Alumni Association Board of Directors. This term on the University of Arizona Alumni Association Board will coincide with his/her term as President of College of Medicine Alumni Association.

Section 504. Vice- President

The Vice –President shall perform the duties of President, in the absence of the President, and shall perform such other duties as may be delegated by the President or prescribed by the Board of Directors.

Section 505. Treasurer

If funds are to be administered by the Association, a Treasurer shall be elected annually. The treasurer shall serve as Chairman of the Finance Committee, be the fiscal and budgetary officer of the Council and perform such other duties as are prescribed by the President or the Board of Directors.

Section 506. Secretary

The Association may request secretarial assistance from the College of Medicine and/or annually elect a secretary from its membership. The Secretary shall assume such duties as usually attend the office of the secretary, including giving notice of all meetings: keeping, or causing to be kept, complete and adequate minutes of all meeting of the Association, the Board of Directors, and shall perform such other duties as may be prescribed but the President of the Board of Directors.

ARTICLE VI ADMINISTRATOR OF COLLEGE OF MEDICINE ALUMNI ASSOCIATION

Section 600. Administration

At such times as the College of Medicine Alumni Association desires, an Administrator of the College of Medicine Alumni Association may be appointed. The Administrator shall act as the manager of the Association; shall be an ex-officio member of the Board of Directors, and any and all committees; without a vote; shall administer the affairs of the Association, and perform such other duties as may be prescribed by the President or the Board of Directors of the Association, with the approval of the Dean of the College.

ARTICLE VII COMMITTEES

Section 700. Appointment

The President, with the approval of the Board of Directors, shall appoint committees from among the membership-at-large and the Board of Directors. These appointments shall be made at the annual meeting or as soon, thereafter, as convenient.

Section 701. Standing Committee

Standing Committees will be appointed as the needs of the College of Medicine Alumni Association determine.

A. Finance Committee

This committee shall assist the President in planning and presenting the annual budget to the Board of Directors and will present an annual report of the financial condition of the College of Medicine Alumni Association. The Treasurer shall be chairman of this committee.

B. Bylaws Committee

This committee shall be responsible for presenting proposed changes in bylaws in order to keep them workable and current. The chairman of this committee shall be a member of the Board of Directors.

C. Nominating Committee

This committee shall verify the validity of all nominating petitions, and nominate other persons as provided in these bylaws. The chairman of this committee shall be a member of the Board of Directors.

Section 702. Ad Hoc Committees

Ad Hoc Committees may be developed or organized by the board at any time.

ARTICLE IX AMENDMENTS

Section 900. Procedure

These bylaws may be amended by a majority vote of those members present and voting at either meetings of the Board of Directors, providing at least ten days' written notice of the proposed amendment has been given to each Director. Any proposal to amend these bylaws by the general membership shall be proposed in writing, signed by twenty qualified electors of the Association, submitted to the President and presented to the members of the Association at the next meeting following the date on which such proposal is made.