

Constitution and By-Laws  
Of the Nurses' Alumni Association of  
the Diploma School of Nursing  
Thomas Jefferson University Hospital  
Philadelphia, Pennsylvania

## Constitution and By-Laws

Of the Diploma School of Nursing Thomas

Jefferson University Hospital

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Revised:

May 1906

May 1919

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January 1973

April 1978

May 1997

May 2004

May 2010

DATE, 2022

Total Revision November 1983, adopted April 10, 1984

## **Constitution**

### **ARTICLE I NAME**

The Association shall be known as the Nurses' Alumni Association of the Diploma School of Nursing, Thomas Jefferson University Hospital, the former College of Health Professions, the former College of Allied Health Sciences, Thomas Jefferson University.

### **ARTICLE II OBJECT**

Section 1. To promote fellowship among members and to provide mutual assistance and comfort in times of illness, discouragement, and misfortune.

Section 2. To promote the professional and educational advancement of the graduates of the Diploma School of Nursing, Thomas Jefferson University Hospital, the former College of Health Professions; the former College of Allied Health Sciences, Thomas Jefferson University; the former Jefferson Medical College Hospital School of Nursing and the White Haven School of Nursing

### **ARTICLE III AMENDMENT**

This Constitution may be amended or repealed at the Annual Meeting by a two-thirds (2/3) vote of the members present and voting, provided notice of change has been mailed to all members at least two weeks prior to the meeting.

## **By-Laws**

### **ARTICLE I MEMBERSHIP**

Section 1. Classes of and qualifications for membership. The membership of this Association shall be open to the graduates of the Diploma School of Nursing, Thomas Jefferson University Hospital; the former College of Health Professions; the former College of Allied Health Sciences, Thomas Jefferson University; the former Jefferson Medical College Hospital School of Nursing and the White Haven School of Nursing.

There shall be two classes of Membership: Active or Inactive.

- (a) Active Members shall be those who have been members of the Alumni Association for forty (40) years, or where extenuating circumstances exist.
- (b) Inactive Members are those Members with no known address or contact information. Membership is automatically activated when information is received.
- (c) Active members are eligible to cast their votes at the Annual Meeting.

**ARTICLE II  
DUTIES OF MEMBERS**

Section 1. Any member knowing of the sickness or death of a member, or a member needing help or comfort, shall make it known to the Chair of the Relief Fund Committee, the President, or a member of the Board of Directors.

Section 2. It shall be the responsibility of members to report changes of address to the Treasurer or Alumni Coordinator(s), and to attend meetings of the Association.

**ARTICLE III  
MEETINGS**

Section 1. The Annual Meeting shall be held once a year. The date, time and location will be included with the annual luncheon notice. The Annual Meeting may be held virtually as determined by the Board of Directors.

Section 2. The regular meetings shall be held every other month, from September to March inclusive. The meetings may be held at any location, including virtually, and at any time as approved by the Board of Directors.

Section 3. A special meeting of the members may be called at any time by the President, by the Board of Directors, or by a petition to the President by three members of the Association. All meetings of members may be held in any location and time as approved by the President and Board of Directors.

Section 4. Notice of the location and time of the Annual Meeting and the regular meetings shall be published in the bulletin and posted on the Alumni website. Written or telephone notice of the location and time of all special meetings shall be mailed, delivered, or emailed at least two weeks in advance of the meeting and shall specify the general nature of business to be conducted at such special meetings.

Section 5. Quorum: Three (3) officers and five (5) members shall constitute a quorum for an Annual Meeting. Two (2) officers and five(5) members shall constitute a quorum for the transaction of business at any regular meeting of the members.

**ARTICLE IV  
DUES**

Section 1. No dues are currently required.

**ARTICLE V  
VOTING**

Section 1. All members of the Alumni Association in attendance at the Annual Meeting shall be entitled to one (1) vote.

Section 2. The chair of the Nominating Committee, or designate, shall submit a slate of officers with biography of each candidate to be elected at the Annual Meeting.

Section 3. Officers will be elected by a voice vote at the Annual Meeting, or as determined by the Board of Directors.

Section 4. Newly elected officers shall assume office immediately after the close of the Annual Meeting and Luncheon.

## **ARTICLE VI BOARD OF DIRECTORS**

Section 1. *Number:* The Board of Directors shall be comprised of the Officers of the Association, i.e., the President (who will cast the deciding vote in all cases of a tie, except in the election of officers), President Elect, Vice President, Recording Secretary, Treasurer and eight Directors. The retiring President shall also be a member of the Board of Directors with voting privileges until the election of a new President-Elect.

Section 2. *Term and Election:* The Directors shall be elected by the members for a term of four (4) years, or as determined by the Board of Directors. Vacancies on the Board of Directors shall be filled by action taken by the remaining members of the Board. Such election shall be for the remaining term.

Section 3. *Meetings:* The Annual Meeting of the Board of Directors for the election of officers shall be held at such location and time as the Board determines.

Regular meetings of the Board of Directors shall be at such location and time as the Board may determine. Special meetings of the Board may be called by the President or three Directors. All meetings of the Board of Directors may be held at any location and time as approved by the Board of Directors.

Section 4. *Notice:* Written or telephone notice of the location, time of and general nature of the business to be conducted at all special meetings of the Board shall be mailed, delivered, or emailed at least two (2) weeks prior to the meeting.

Section 5. *Quorum:* Five (5) members shall constitute a quorum for a meeting of the Board of Directors.

## **ARTICLE VII DUTIES OF THE BOARD OF DIRECTORS**

Section 1. The Board of Directors shall transact business of the Association in the interim between meetings.

Section 2. The Board of Directors shall investigate all charges against members.

Section 3. The Board of Directors can recommend to the President a member to serve as Treasurer; and a member or members to serve as Alumni Coordinator(s).

## **ARTICLE VIII OFFICERS**

Section 1. *Officers:* General Election. The Officers of this Association shall be President, President-Elect, Vice President, Recording Secretary, Treasurer, and such officers as the Board of Directors deem desirable, all of whom shall be members of the Board of Directors. Apart from the Treasurer, the same person may hold more than one office. In addition to the powers and duties set forth in these By-Laws, each officer shall have such powers and duties as are usually related to the office or as the Board may determine by resolution. All Officers shall be elected for a term of four (4) years. The President with the Board of Directors approval shall appoint the Treasurer.

Section 2. The President-Elect shall be elected in even years, the Vice President and Recording Secretary shall be elected in odd years.

## **ARTICLE IX DUTIES OF OFFICERS**

Section 1. *President:* The duties of the President shall include but not be limited to the following: arranging and presiding at all meetings of the Association and Board of Directors; appointing the Treasurer, and Alumni Coordinator(s) with approval from the Board of Directors; appointing all standing committee chairpersons and delegating to them the responsibility for choosing their committees; representing the Association at special functions; answering all official correspondence; casting the deciding vote in all cases of a tie, except in the election of officers; sending a letter of condolence to a graduate when family circumstances warrant; notifying elected officers of their election; and be designated to write checks or deposit money with the Treasurer and co-sign for checks that will be for disbursement and requests for payment.

Section 2. *President-Elect:* Office of President Elect was created April 3, 2003, by the Board of Directors. The purpose of this office will be to assume the presidency when the current President's term expires. The President-Elect will learn the responsibilities, history, various activities the Association has maintained since 1895 and the maintenance of the Alumni Office, duties of the Secretary, Treasurer, Chairpersons and Office Coordinator(s). The President-Elect shall be elected to a four (4) year term.

Section 3. *Vice President:* The duties of the Vice President shall be to assist the President in the performance of the President's duties in his/her absence, incapacity, or death, subject to the policies and direction of the Board of Directors.

Section 4. *Recording Secretary:* The duties of the Recording Secretary shall include, but not be limited to, recording the minutes of all meetings of the Association and Board of Directors.

Section 5. *Treasurer:* The President shall appoint the Treasurer with approval from the Board of Directors. The duties of the treasurer shall include, but not included to the following: keeping accurate accounts of all monies received and expended; preparing an estimated yearly budget for the Association; and following up and keeping track of all finances generated through the Finance Department at Thomas Jefferson University Hospital and Thomas Jefferson University for the Association.

The Treasurer shall receive a salary as recommended by the Board of Directors.

## **ARTICLE X ALUMNI COORDINATOR(S)**

Section 1. The Alumni Coordinator(s) shall be appointed by the President upon the recommendation of the Board of Directors. The duties of the Alumni Coordinator(s) shall be to oversee the Alumni Office, keeping all records current, notifying the President of deaths and other business that comes to the office, handling correspondence and direct to appropriate Alumni Officer as indicated and other tasks as indicated by the President or requested by Officers or Chairpersons of the Alumni Association. The salary of the Alumni Coordinator(s) shall be determined by the Board of Directors.

## **ARTICLE XI COMMITTEES**

Section 1. *Executive Committee:* The Board of Directors, by the resolution adopted by a majority of the Directors in Office, may designate and appoint an executive committee which, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors between meetings of the Board.

Section 2. *Standing Committees:* The committees described in Section 3 through 8 of this article shall be the standing committees of the Association. The Chairperson of each standing committee shall be empowered to select members, shall keep a record of meetings, present a report at regular and Annual Meetings and a written report for the Annual Bulletin.

Section 3. *Nominating Committee:* The Nominating Committee shall prepare a slate of names of members who have consented to serve if elected, for each office to be filled and obtain a biography of each candidate. The slate of members who will serve as officers shall be presented at the March meeting.

Section 4. *Social Committee:* The Social Committee shall be responsible for all social functions of the Association.

Section 5. *Bulletin Committee:* The Bulletin Committee shall edit the annual issue of the Bulletin which will be mailed to all graduates of the School of Nursing, Diploma Program, and the White Haven School of Nursing.

Section 6. *Scholarship Committee:* The Scholarship Committee shall determine the procedures for granting the Clara Melville-Adele Lewis Scholarship, receive and review all applications for such scholarships and determine the amounts of the scholarship awards to be made. Whenever possible the Chairperson of the Scholarship shall be a member of the former faculty of the School of Nursing, Diploma Program.

Section 7. *Relief Fund Committee:* The Relief Fund Committee shall determine the procedures for granting benefits, receive, review requests for benefits and determine the amounts of such benefits to be given from the Relief Fund Trust.

Section 8. *Other Committees:* There shall be such additional committees as the President, with the consent of the Board of Directors, may create. The President shall appoint the Chairperson of any such committee, who in turn shall appoint the members.

Section 9. *Term of Office:* Each Committee Chairperson and member shall serve for a four (4) year term. The President may reappoint a Committee Chairperson and the Committee may reappoint a member.

## **ARTICLE XII SATELLITE GROUP**

Section 1. The purpose of the Satellite Group is to stimulate active involvement and interest in the administration of the Alumni Association.

Section 2. To promote fellowship among members of the Association who live outside the Philadelphia area.

Section 3. The leader of each Satellite group will be known as the Satellite Coordinator.

Section 4. The Satellite Coordinator or their representative will be an adjunct member of the Board of Directors of the Alumni Association.

## **ARTICLE XIII SCHOLARSHIP FUND BENEFITS**

Section 1. Any graduate of the Diploma School of Nursing and the White Haven School of Nursing shall be given consideration for a scholarship upon application to the Scholarship Fund Committee. Members of the Association shall be given first consideration.

Section 2. Any son/daughter, grandson/granddaughter, of a graduate of the Diploma School of Nursing and White Haven School of Nursing shall be given consideration for a scholarship upon application to the Scholarship Fund. Qualifications for consideration is to apply to any degree in Nursing at Thomas Jefferson University College of Nursing.

## **ARTICLE XIV RELIEF FUND BENEFITS**

Section 1. Any graduate of the Diploma School of Nursing and the White Haven School of Nursing shall be given consideration for benefits from the Relief Fund Trust to help meet expenses incurred due to illness, chronic illness, or expenses of other necessities.

## **ARTICLE XV AMENDMENT OF BY-LAWS**

Section 1. These By-Laws may be amended or repealed at the Annual Meeting by a two-thirds vote of the members present and voting, provided notice of the change has been mailed, delivered, or e-mailed to all members at least two weeks prior to the meeting.



**ARTICLE XVI  
ORDER OF BUSINESS**

The Order of Business at any regular meeting, including the Board shall be:

Call to Order

Reading of minutes

Report of Treasurer

Report of Officers

Report of Standing Committees

Report of Special Committees

Unfinished Business Communications

New Business

Report of Election of Officers (Annual Meeting)

Adjournment

This order of business may be suspended at any meeting by a two-thirds (2/3) vote.

**ARTICLE XVII  
FISCAL YEAR**

The fiscal year of the Association shall be July 1st to June 30th.

**ARTICLE XVIII  
PARLIAMENTARY AUTHORITY**

The rules of Parliamentary Procedure stated in "Roberts Rules of Order" shall be the authority for all meetings of this Association and of the Board of Directors, subject to special rules which at any time may be adopted.