

CONSTITUTION AND BYLAWS
Of the
TRINITY UNIVERSITY ALUMNI ASSOCIATION
FOR HEALTH CARE ADMINISTRATION

ARTICLE I – NAME

The name of the organization shall be the Trinity University Alumni Association for Health Care Administration (“Association”).

ARTICLE II – OBJECTIVES

The objectives of the Association shall be:

- (A) To promote the Trinity University Program in Health Care Administration.
- (B) To promote the Trinity University Program in Health Care Administration Alumni Association.
- (C) To increase the technical and professional knowledge of the Association’s membership.
- (D) To promote communication, cooperation, understanding, and fellowship among the members of the Association, former students, current students, faculty and Trinity University.
- (E) Raise awareness through educational, social and fundraising activities.

ARTICLE III – MEMBERSHIP AND DUES

Membership in the Association shall be available to individuals interested in the objectives of the Association who make application, who qualify, and who pay the required dues. Membership shall be of the following types:

- (A) **Active** members shall include persons who have received a Master’s degree from the Trinity University Program in Health Care Administration and ***either*** have paid the annual dues of the Association, such dues being payable on June 1 for the year beginning June 1 of the current year and ending May 31 of the next calendar year,, ***or, have made a monetary contribution to the Program in Health Care Administration during the same time period which is equal to or greater than the amount of the annual dues for that year.*** Active membership entitles a person to all the privileges of the Association including the right to vote, to hold elective or appointed office, to receive Association mailings, and to participate in Association programs.
- (B) **Honorary** members shall include persons whom the Association has acknowledged, by a two-thirds vote of those voting members in attendance, as having distinguished themselves in Health Care Administration or related fields or having contributed

significantly to the Trinity University Program in Health Care Administration or the Association, and thereby, rendered themselves deserving of Honorary membership. Such members are not expected to pay dues and may not vote or hold elective or appointive office.

- (C) **Lifetime** members those active members who have been dues paying members for over 20 years will be designated Lifetime Members and will not be assessed annual dues.

ARTICLE IV – EXECUTIVE BOARD

Section 1 – Duties

1. To formulate plans, policies, and procedures consistent with the achievement of the objectives of the Association, and to present to the membership for its ratification such innovations and changes as it deems appropriate. Operating policies consistent with Association Bylaws, may be established by the Executive Board to provide for efficient and effective handling of Association affairs. These Operating Policies could include, but not be limited to:
 - a. Provisions for an annual financial statement of Association income and expenses.
 - b. The delineation of significant items of expense likely to be incurred by officers and Executive Board members in conducting Association affairs and the establishment of procedures for reimbursement.
 - c. A schedule of current dues as adopted by the membership in the ratification of the annual operating budget.
 - d. Provision for the investment of excess funds of the Association.
 - e. Provision for bonding of the Chairperson of the Finance Committee and other officers who are authorized to sign checks of the Association.
 - f. Provision for emergency powers for the Executive Board to act contrary to the Association Bylaws in unusual or extenuating circumstances.
2. To ratify presidential actions and appointments.
3. To review and approve expenditures.
4. To obtain a list of current Active members ninety (90) days prior to the annual meeting.
5. To evaluate and screen members until a qualified candidate for each position available has been selected and has expressed a willingness to serve after having been informed of the requirements of the office.
6. To present this slate to the Active members for their vote at least 30 days prior to the annual meeting.

Section 2 – Officers and Members. The officers shall be the president, president-elect and the immediate past president. The president-elect shall be elected by the membership and shall be elevated to the position of president and immediate past president in accordance with the presidential term. This succession shall ordinarily occur at the end of the annual meeting of the Association. Other members of the Executive Board shall be appointed by the President:

- (a) Chairperson, Finance Committee
- (b) Chairperson, Membership Committee
- (c) Chairperson, Special Events Committee
- (d) Member-at-Large (up to a total of 6)

The Chairman of the Department of Healthcare Administration and faculty member assigned by the Board will be invited to attend Board meetings, who are also non-voting.

Section 3 – Qualifications. Only Active members are entitled to hold elective office or appointive offices.

Section 4 – Terms. All officers, both elected and appointed, will serve a term of two years from the date of the annual meeting in which they were installed, elected, or elevated, until they are replaced, whichever shall be shorter. The President-Elect shall be elected by the active, general membership and shall be elevated to the position of President and immediate past president in accordance with the presidential term. This succession shall ordinarily occur bi-annually, in odd numbered years, at the end of the annual meeting.

If a vacancy occurs in the office of President before the term expires, then the President-Elect assumes the duties of the office of President, and continues in that office through the remainder of the un-expired term, as well as through the term that would naturally occur should the office of the President not have been vacated.

If elected or appointed officers demonstrate an inability or an unwillingness to fulfill their duties, then the president may declare the position vacant and with the approval of the Executive Board appoint a qualified successor.

Section 5 – Duties – Officers

(A) President

1. To direct the affairs and activities of the Association consistent with the purposes, policies, and procedures set forth in the Constitution and Bylaws.
2. To call and preside over meetings of the Executive Board, the annual meeting, and other meetings of the Association.
3. To appoint, assign duties, and delineate responsibilities to such other officers and members as are needed and not specified in the bylaws.
4. To coordinate the Association's activities with the faculty, staff, and students of the Program in Health Care Administration.

(B) President-Elect

1. To preside at meetings of the Association and direct its affairs and activities in the absence of the president.
2. To serve on the Executive Board and perform such other duties as are required by the president.

(C) Immediate Past President

1. To counsel and advise the president as requested.
2. To preside at meetings of the Association and direct its affairs and activities in the absence of president and president-elect.
3. To serve on the Executive Board and to perform such other duties as may be required by the president.
4. To serve as chairperson of the nominating committee to recommend nominations for president-elect and appointments to vacant chairs.

Section 6 – Duties – Executive Board Members

(A) Chairperson, Finance Committee

1. To accept responsibility for and maintain custody of the funds of the Association.
2. To prepare periodic financial statements as required.
3. To prepare an operating budget for the ensuing year, along with any adjustments in dues structure as might be required for presentation and adoption at the annual meeting.

(B) Chairperson, Membership Committee

1. To solicit and collect dues from members.
2. To maintain and coordinate the Class Agents Program.
3. To maintain a current roster of Association members.

(C) Chairperson, Special Events Committee

1. To organize the local chapters' activities.

(D) Members-at-Large

1. To perform duties as may be required by the President.

(E) Faculty Representative

1. To perform duties as may be required by the President.
2. To serve as the faculty representative regarding the annual Phonathon.

3. To serve as the functional liaison between the Alumni Association and the Health Care Association student body regarding matters that impact said bodies.

Section 7 – Quorum

A quorum shall consist of at least one half + one of the total number of active members of the Executive Board.

ARTICLE V – COMMITTEES

Section 1 – Special Committees

The President may appoint special committees to assist with the business of the Association as deemed necessary.

Section 2 – Nominating Committee

The nominating committee shall consist of the president, immediate past president, and 3 board members assigned by the President, term of appointment will be two (2) years.

Section 3 – Duce Award Nominating Committee

The Duce Award Nominating Committee shall consist of 3 board members: past president, a new board member with three (3) or less years of board tenure, and a senior board member. Term of appointment will be two (2) years and coincide when each current president turns over the duties of the president, following the annual ACHE congress. Faculty input will be solicited, as well as nominations from all current dues paying member.

ARTICLE VI – MEETINGS

Section 1 – Annual Meeting

The annual meeting shall be held at the time and place of the annual Congress on Administration of the American College of Healthcare Executives.

Section 2 – Attendance

1) All elective and appointed members of the Executive Board shall be required to physically attend, at a minimum, either the on-campus Alumni Board meeting, or the Annual Meeting in Chicago each calendar year, and participate in a minimum of 50 percent of all Board meetings either in person or via teleconference. Failure to fulfill these requirements shall be cause for removal from the Board at the discretion of the President. All annual and special meetings of the association shall be open to all categories of Association membership and invited guests.

Section 3 – Quorum

A quorum shall consist of fifteen or more active members in attendance at an annual or special meeting.

Section 4 – Rules of conduct at Meetings

All meetings will be conducted in accordance with Robert's Rules of Order.

ARTICLE VII – RATIFICATION AND AMENDMENTS**Section 1 – Ratification**

This Constitution and Bylaws shall become effective upon being approved by a two-thirds majority of the votes cast by Active members via mailed ballots.

Section 2 – Amendments

This Constitution and Bylaws may be amended by a two-thirds majority of the votes cast by Active members via mailed ballot. The Executive Board shall inform all eligible voting members of the proposed amendments in writing with an attached ballot and permit thirty (30) days for response before opening the ballots and tallying the results.

Section 3

This Constitution and Bylaws shall be reviewed by the Executive Board at least annually. Any recommended changes shall be mailed to the Active members for balloting, with the results to be announced at the Annual Meeting.

This Constitution and Bylaws of the Trinity University Association for Health Care Administration has been ratified and adopted in accordance with Article VII of said Constitution and Bylaws.

Approved this date: March 21, 2007.



Dr. John C. Hyde, FACHE
President, Trinity University Alumni Association for Health Care Administration

(REVISED: 09/07)

Alumni Bylaws 2007