



SCHOOL OF OSTEOPATHIC MEDICINE

Constitution of the Alumni Association of the Rowan University School of Osteopathic Medicine

Adopted 3/22/00
Revised 10/6/10, 7/8/13, 4/2/14 & 7/22/15

Article I: Name

The name of the Association shall be the: Alumni Association of the Rowan University School of Osteopathic Medicine (RowanSOM).

Article II: Purpose

The purpose of this Association will be to advance the mission of osteopathic medical education at RowanSOM and the osteopathic profession to:

- Promote collegiality among graduates, students, faculty and friends of RowanSOM.
- Enrich the student experience
- Promote activities which further the visibility and prominence of RowanSOM.

Article III: Membership

Section 1.

The membership of the Association shall be composed of “members,” “post graduate members” and “honorary members.”

Section 2.

Members are graduates of the UMDNJ-School of Osteopathic Medicine (UMDNJ-SOM) and Rowan University School of Osteopathic Medicine. Post-graduate members are graduates of the UMDNJ-SOM OPTI and RowanSOM OPTI.

Section 3.

Honorary members shall be those elected by the Executive Committee to membership for significant contributions which have furthered the objectives of the medical school or association.

Section 4.

Only members in good standing may be eligible to vote or elected as a member of the Board. In order to be in good standing, the member must comply with the Code of Ethics of the American Osteopathic Association http://www.osteopathic.org/index.cfm?PageID=aoa_ethics and possess a valid medical license (active or inactive and in good standing with the medical board).

Section 5.

There are no annual dues for membership to the RowanSOM Alumni Association and therefore no dues requirement for board membership.

Section 6.

The Alumni Association may, at its discretion, designate alumni, in good standing, as Distinguished Alumni Award recipients. This honor is considered annually and presented at the medical school's Commencement ceremony.

Article IV: Board Membership and Officers**Section 1.**

The officers of this Association shall be a President, a Vice President, a Secretary/Treasurer, the Annual Fund Chair and the Immediate Past-President. None shall hold more than one office during any one year. In addition to the Alumni Association Officers, there will be eleven (11) general board members including one student member and two At-large members representing the SOM OPTI.

Section 2.

The term for Alumni Association board membership shall begin at the general membership meeting. Each Officer shall serve for a term of three years or until a successor has taken office. Board membership can be renewed for additional terms. There is a ten term (30 year) limit for service on the Board. Past Presidents of the Alumni Association may serve a maximum of five terms following their term as President.

Section 3.

Board members must attend at least 50% (2 of 4) of the meetings annually of the Alumni Association and provide support for the Annual Fund Campaign. If a member misses three consecutive meetings, in accordance with the bylaws, a vote for his or her removal may be taken at the close of the third meeting missed.

Section 4.

On an annual basis, each Board member is expected to attend and/or support at least two sponsored events.

Section 5.

The Office of President may only be held by a graduate of the Rowan University School of Osteopathic Medicine or RowanSOM. The President shall be the presiding officer at all meetings of the Association and the Board. He/she shall be an ex-officio member of all committees except

the Nominating Committee. The President, with the advice of the Executive Committee, shall have the power to fill the unexpired term of any position that becomes vacant.

Section 6.

The Office of Vice President may only be held by a graduate of the Rowan University School of Osteopathic Medicine or RowanSOM. The Vice President shall perform all duties of the President during his or her absence or disability, and shall succeed to the Office of President in the event of the withdrawal or resignation of the President. The Vice President (President Elect) shall succeed the Office of President at the completion of the elected term(s) of President.

Section 7.

The Office of Secretary/Treasurer may only be held by a graduate of the Rowan University School of Osteopathic Medicine or RowanSOM. He/she shall keep a record of the proceedings of all meetings of the Association and the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provision of these by-laws or as required by law; review and distribute the minutes of the Association and Board meetings to all within thirty (30) days after said meeting; he/she shall oversee the collection and, by the order of the Executive Committee according to the Constitution, shall review the disbursement of all funds of the Association. Regular accounts of all income and expenditures shall be kept and will be open to inspection at all times by members of the Executive Committee. The Secretary/Treasurer shall each year present a summary report of the finances of the Association. The fiscal year of the Association shall begin on the first day of July and end on the 30th day of June.

Section 8.

The Office of Annual Fund Chair may only be held by a graduate of the Rowan University School of Osteopathic Medicine or RowanSOM. He/she will provide leadership and advice for the Annual Fund Campaign, in cooperation with the Office of Alumni Affairs and Rowan University Foundation. He/she will chair the Annual Fund Committee, review monthly reports of alumni giving, and be responsible for the management and investment of all Annual Fund monies. The annual fund campaign shall begin on the first day of July and shall end on the 30th day of June.

Section 9.

The Office of Immediate Past President will be filled by the outgoing President of the Alumni Association. He/she will continue to be a member of the Alumni Association Board and Executive Committee, and will serve as advisor to the President.

Section 10.

If a Board member acts in ways counter to the stated mission of the University, the Executive Committee can recommend removal. The decision to remove will be made by the Executive Council.

Article V: Executive Committee

Section 1.

The Executive Committee shall consist of the Officers of the Board. The Committee members will hold office for a term of three years, coinciding with their term of office on the Board of the Alumni Association.

Section 2.

The general business and executive control of the Association shall be vested in the Executive Committee.

Section 3.

The President shall be ex-officio Chairman of the Executive Committee.

Section 4.

If an officer resigns his/her post, the vacancy will be filled by a Presidential appointment for the interim period, with the majority approval of the Executive committee.

Section 5.

The Executive Committee shall render a periodical report to the Board. Transcripts from this report may be made available for review by alumni.

Section 6.

Any Board member may designate an alternate to represent the absent Board member. The absent Board member shall inform the President he/she will be absent, and identify his/her alternate before a meeting at which the alternate will be in attendance.

Section 7.

The Executive Committee shall meet at intervals determined by the President.

Article VI: Meetings

Section 1.

The Association shall have an annual meeting for the transaction of business of the Association. The time and place of this meeting and any other meetings shall be determined by the Executive Committee.

Section 2.

A special business meeting of the Association may be convened by a majority of the Executive Committee.

Section 3.

Members shall be notified of a special meeting of the Association at least thirty (30) days in advance of such meetings.

Section 4.

Roberts' Revised Rules of Procedure shall be the parliamentary authority at all meetings. The presiding officer at any meeting may, at his/her discretion, appoint a parliamentarian.

Section 5.

A majority vote of the voting members present in person or represented by proxy at a meeting is required to pass a resolution. Each "voting member" shall be entitled to one (1) vote for each trustee position to be filled and shall have one (1) vote upon any question coming before any meeting of the members. Voting members are defined as all officers of the Board, excluding the President, and all general Board members including the student member. In the case of a tie, the President shall cast the deciding vote.

Section 6.

A meeting of the Past Presidents' Council shall occur annually or at the President's discretion. This council will include all past presidents of the Alumni Association. The council shall act in an advisory capacity to the president.

Article VII: Nomination and Election of Officers and Board Members

Section 1.

At least ninety (90) days before the annual meeting, the President shall appoint a Nominating Committee which shall consist of the Immediate Past-President (who shall act as Chairman) and the President-Elect and two general Board members who are in a position to serve in this capacity. Nominees for any Board office do not need to be current members of the Board at the time of their nomination.

Section 2.

The incumbent President-Elect shall become President at the annual meeting of the Association and shall remain as President until succeeded by an incoming President-Elect.

Section 3.

Nominations for officers and board members will be made by the nominating committee.

Section 4.

At least sixty (60) days before the annual meeting, the nominating committee's nominations for each officer and board member shall be made available by the Secretary to all members of the Association together with a notice that independent nominations may be made by mail when received by the Secretary thirty (30) days in advance of the annual meeting.

Section 5.

The slate of officers and members of the Board shall be elected by simple majority vote at the annual meeting. In the event there are no independent nominations for an office, the nominee selected by the nominating committee shall be declared elected.

Section 6.

The Office of the Annual Fund Chair will be appointed by the President-Elect (Vice President) with the Executive Committee at the same time the elected Board is installed.

Section 7.

The student member of the Alumni Association Board shall be appointed by the RowanSOM Student Council. This joint Student Council/ Alumni Association Board position will fulfill a one-year term, serving as liaison between the groups.

Article VIII: Committees**Section 1.**

There shall be permanent and ad hoc committees. The permanent committees shall include the: Past Presidents' Council, the Biennial Reunion Committee, the Distinguished Alumni Award Selection Committee, the Constitution Review Committee and the Nominating Committee.

Section 2.

Appointments to special committees shall be made by the President with the approval of a majority of the Executive Committee.

Section 3.

Each Board member serves on at least one committee.

Article IX: Amendments**Section 1.**

All proposed changes in this constitution shall be submitted in writing to the Executive Committee for its approval.

Section 2.

If passed by two-thirds of the members of the Executive Committee, the proposed changes shall be presented to the general membership.

Section 3.

The Constitution of the RowanSOM Alumni Association shall be reviewed every three years.

Section 4.

Amendments and changes shall take effect immediately upon approval.