

Constitution of the Alumni Association of the Rowan-Virtua School of Osteopathic Medicine

Adopted 3/22/00

Revised 10/6/10, 7/8/13, 4/2/14, 7/22/15, 10/17/19, 11/14/20 & 4/22/25

Article I: Name

The name of the Association shall be the Rowan-Virtua School of Osteopathic Medicine Alumni Association or the Rowan-Virtua SOM Alumni Association.

Article II: Purpose

The purpose of this Association will be to advance the mission of osteopathic medical education at Rowan-Virtua SOM and the osteopathic profession to:

- Promote collegiality among graduates, students, faculty and friends of Rowan-Virtua SOM.
- Enrich the student experience
- Promote activities which further the visibility and prominence of Rowan-Virtua SOM.
- Support programs and activities that foster an environment of togetherness on campus and among our alumni.

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 (RowanSOM) and the Rowan-Virtua School of Osteopathic Medicine (Rowan-Virtua SOM). Post-

graduate members are graduates of GME residency programs affiliated with UMDNJ-SOM, RowanSOM, or Rowan-Virtua SOM.

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 <https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-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 Rowan-Virtua SOM 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 Graduate Awards Dinner program.

Article IV: Board Membership and Officers

Section 1.

The officers of this Association shall be a President, a Vice President, a Secretary/Treasurer, and the Immediate Past-President. None shall hold more than one office during any given time.

In addition to the Alumni Association Officers, there will be up to thirteen (13) general board members total, including one resident in training and one student representative.

The Board membership must be comprised of *at least* one member from each decade since the school's first graduating class in 1981.

Section 2.

The term for Alumni Association Board membership shall begin at the general membership meeting. Board member terms are three years and can be renewed for additional terms. Each Officer shall serve for a term of three years or until a successor has taken office.

- **Members and Past Presidents (prior to April 2019):** Board member service is limited to 5 terms (15 years). Past Presidents of the Alumni Association may serve up to two terms (6 years) following their term as Immediate Past President. Members who serve the maximum number of terms must step off the Board and can be nominated to rejoin the Board after one year (if a position is available).
- **New Members and Past Presidents (beginning April 2019):** Board member service is limited to a one-year term (new members only), followed by up to three 3-year terms for a total 10 years. Members who serve three consecutive, 3-year terms must step off the Board and can be nominated to rejoin the Board after one year (if a position is available). Past Presidents of the Alumni Association may serve up to two terms (6 years) following their term as Immediate Past President.
- **Executive Board Officers (beginning April 2022):** Each Officer shall serve a term of two years or until a successor has taken office.

Section 3.

Members who call-in, conference-in, or connect by other technology for a meeting are considered present. Board members must be present for at least 50% of the scheduled Board meetings each year. 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.

- After 2nd missed meeting in one calendar year, the Immediate Past President will call the member to inform them of their status.

- After 3rd missed meeting in one calendar year, the Executive Board will consider the recommendation for a Board member's removal.
- Board removal requires a full Board vote. A vote for a Board member's removal will be held at the next regularly scheduled meeting.

Section 4.

On an annual basis, Board members are expected to attend at least two sponsored events and encourage other alumni to attend as well.

Section 5.

The Office of President may only be held by a graduate of Rowan-Virtua SOM, RowanSOM, or UMDNJ-SOM. The President shall be the presiding officer at all meetings of the Association and the Board. They 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 Rowan-Virtua SOM, RowanSOM, or UMDNJ-SOM. 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 or terms of the President.

Section 7.

The Office of Secretary/Treasurer may only be held by a graduate of Rowan-Virtua SOM, RowanSOM, or UMDNJ-SOM. They shall ensure that a record of the proceedings of all meetings of the Association is kept and distribution of the minutes of the Association and Board meetings occurs within thirty (30) days after said meeting. They shall oversee the reporting for all scholarship/investment funds as well as alumni accounts. 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 Immediate Past President will be filled by the outgoing President of the Alumni Association. They will continue to be a member of the Alumni Association Board and Executive Committee and will serve as advisor to the President.

Section 9.

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 a Board member will be made by a majority vote of the Alumni Board

Article V: Executive Committee

Section 1.

The Executive Committee shall consist of the Officers of the Board. Beginning in 2022, the term for an Executive Committee member will be two years.

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.

On behalf of the Executive Committee, the President shall render a periodic report to the Board. Transcripts from this report may be made available for review by alumni.

Section 6.

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

Article VI: Meetings

Section 1.

The Association shall meet four (4) times annually 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 fourteen (14) 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 their discretion, appoint a parliamentarian.

Section 5.

A majority vote of the voting members present (in-person or participating remotely) at a meeting is required to pass a resolution. Each “voting member” shall be entitled to one (1) vote 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 (Student Council Alumni Liaison).

In the event 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 and the President. 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 able to serve in this capacity. Nominees for any Board position do not need to be current members of the Board at the time of their nomination. Candidates for Officer positions must have completed at least one three-year term as a Board member at any time prior to be eligible.

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 thirty (30) days in advance of the meeting.

Section 5.

The slate of officers and members of the Board shall be elected by simple majority vote. 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 student member of the Alumni Association Board shall be elected by the Rowan-Virtua SOM Student Government Association. This joint Student Government/Alumni Association Board position will fulfill a one-year term and serve as liaison between the groups.

Article VIII: Committees

Section 1.

There shall be permanent and ad hoc committees. The permanent committees shall include the following:

- Past Presidents' Council
- Distinguished Alumni Award Selection Committee
- Constitution Review Committee
- Nominating Committee
- Young Alumni Engagement Committee

Section 2.

The President will appoint the Chair for the permanent and ad hoc committees with the approval of a majority of the Executive Committee.

Section 3.

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

Article IX: Amendments

Section 1.

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

Section 2.

If passed by two-thirds of the members of the Alumni Association Board, the proposed changes shall be adopted and posted.

Section 3.

The Constitution of the Rowan-Virtua SOM Alumni Association shall be reviewed every three years.

Section 4.

Amendments and changes shall take effect immediately upon approval.