

**Grand Valley State University Alumni Association**  
**Kirkhof College of Nursing Alumni Chapter**  
**Bylaws**

**Article I Name**

The name of the organization shall be the Kirkhof College of Nursing Alumni Chapter of the Alumni Association.

**Article II Purpose**

The Grand Valley State University Alumni Association is the organizational entity within the University representing the alumni of the University. The Kirkhof College of Nursing Alumni Chapter represents the nursing alumni of Grand Valley State University. The purpose of the Association is to promote, assist, and perpetuate the goals and objectives of Grand Valley State University. The Alumni Association represents a vital resource of the University – one for which the University has an expressed interest and a desire for further development. The alumni and the University are united through the Association by common interests, concerns, and goals.

**Article III Location**

The principal office shall be in the Alumni House and Visitor Center on the Allendale campus of Grand Valley State University, County of Ottawa, State of Michigan. The business of the Association shall be conducted usually and chiefly at the Cook-DeVos Center for Health Sciences of Grand Valley State University, County of Kent, State of Michigan.

**Article IV Membership**

A. All graduates, faculty and staff members of Kirkhof College of Nursing - Grand Valley State University shall be eligible members of the Kirkhof College of Nursing Alumni Chapter.

B. All persons receiving honorary nursing degrees from Grand Valley State University shall be eligible members of the Kirkhof College of Nursing Alumni Chapter. These members shall possess all the rights and privileges as other alumni, however, they will not have the right to vote or hold office.

C. Other persons as designated from time to time by a two-thirds vote of the Kirkhof College of Nursing Alumni Chapter Advisory Board shall be eligible members. These members shall possess all the rights and privileges as other alumni, however, they will not have the right to vote or hold office.

**Article V Advisory Board**

A. The Advisory Board shall be the representative body of the Kirkhof College of Nursing Alumni Chapter and shall have full authority to transact business and engage in all lawful activities related to the purpose of the Kirkhof College of Nursing Alumni Chapter.

**B. Membership**

The Advisory Board shall consist of not less than six (6) members.

The membership shall include the following:

1. The members of the executive committee of the Kirkhof College of Nursing Alumni Chapter;
2. The GVSU Director of Alumni Relations or his/her designee shall serve as a non-voting member of the Advisory Board;
3. An undergraduate from the Kirkhof College of Nursing Student Nurses Association from within the Kirkhof College of Nursing - Grand Valley State University community shall serve as a non-voting member of the Advisory Board.
4. The KCON Advisory Board Liaison (appointed by the Dean) shall serve as a non-voting member of the Advisory Board;
5. A representative from the University Development Office shall serve as a non-voting member of the Advisory Board;
6. The remainder of the Advisory Board shall consist of not more than 15 chapter members.

**C. Terms of Office**

1. An Advisory Board member shall serve for a three-year term and is eligible for re-election or re-appointment to one additional three-year term unless otherwise stated. After one year's absence, a past board member is eligible for re-election or re-appointment to one additional three-year term.
2. Any officer, Advisory Board member, or committee chairperson may be removed from office by a two-thirds vote of Advisory Board members present. Grounds for removal may include, but are not limited to, absence from three consecutive meetings of the Advisory Board without reasonable cause.
3. Any officer, Advisory Board member, or committee chairperson who is unable to perform the duties of his/her office, may resign by submitting a letter of resignation to the President of the Kirkhof College of Nursing Alumni Chapter.

**D. Meetings**

The Kirkhof College of Nursing Alumni Chapter Advisory Board shall meet at least once each year at such time and place as the Executive Committee shall designate. Special meetings of the Kirkhof College of Nursing Alumni Chapter Advisory Board may be scheduled at any time by majority vote of the Executive Committee or on petition of over half of the Kirkhof College of Nursing Alumni Chapter Advisory Board members in good standing. The Executive Committee shall decide the exact time and place of the meeting and shall send not less than one notice to each Kirkhof College of Nursing Alumni Chapter Advisory Board member in good standing at least two weeks prior to the date of the meeting. No business not stated in the calls for the special meeting is binding in any way on the Chapter.

**Article VI Quorum**

At least 2/3 membership in attendance at a meeting of the Advisory Board constitute a quorum for the purpose of conducting business. At least two of the members in attendance must be members of the Executive Committee. All actions taken by the Board except those specifically stated herein, require a majority of the members present and voting.

## **Article VII Executive Officers**

### **A. Governance**

A President, one or more Vice Presidents, and a Secretary shall govern the Kirkhof College of Nursing Alumni Chapter. Election of officers shall take place at a regular meeting of the Advisory Board which occurs in May.

### **B. Terms of Office**

Terms of office shall begin on October 1 and end on September 30. Advisory Board terms of office may be extended to match the term of office of an officer. Initial terms of office for the following named officers shall be three years .

Executive Officers may run for a second three year term. No more than two consecutive terms may exist for executive officers in the same position. A candidate may serve again as an executive officer in that position, after a hiatus of at least one year.

- President
- Secretary
- Vice President for Education/Special Events
- Vice President for Fundraising
- Vice President for Membership

### **C. President**

The President shall preside over all meetings of the Kirkhof College of Nursing Alumni Chapter, Advisory Board and Executive Committee. He/She shall act as spokesperson for the Chapter or designate, when appropriate, another member of the Executive Committee for that purpose.

The President shall delegate to the Vice Presidents and other members of the Executive Committee such affairs and activities of the Board as he/she deems appropriate. He/She shall also have the right/responsibility to attend all committee, and sub-committee meetings, in addition to other activities and University events. The President of the Kirkhof College of Nursing Alumni Chapter will vote only in tie-breaking situations.

### **D. Vice President of Fundraising**

The Vice President shall have primary responsibility for fundraising efforts by the Kirkhof College of Nursing Alumni Chapter. This position will work closely with the Development office to track funds raised for the University as well as any philanthropic programs/scholarships. In the absence of the President, the Vice President of Fundraising shall preside over the meetings.

### **E. Vice President of Education/Social Events**

The Vice President shall have primary responsibility for education/social events. This includes planning, implementing programs and working with the VP of Membership to market events to all current and future members. This position will also coordinate co-sponsorship with community organizations.

### **F. Vice President of Membership**

The Vice President shall have primary responsibility for recruitment/retention. This position will

work with the Alumni Relations Office to keep an up to date list of Kirkhof College of Nursing alumni in order to recruit new members for the chapter. Additionally, this position will manage social media communication and work with the VP of Education/Social Events to support the students, faculty and staff of Kirkhof College of Nursing - Grand Valley State University in an effort to increase retention.

**G. Secretary**

The Secretary shall be responsible for recording and transcribing events of all official meetings of the Advisory Board and Executive Committee meetings. In conjunction with the Alumni Relations Office, he/she shall maintain the records of Kirkhof College of Nursing Alumni Chapter and direct all notices or correspondence to the Executive Committee, Advisory Board or members of the Chapter.

**Article VIII The Executive Committee**

The officers of the Advisory Board shall be the officers of the Chapter and shall form the Executive Committee.

A. The Executive Committee shall consist of the President, Vice Presidents, Secretary, Immediate Past President, University Development Office representative, the KCON Liaison, a SNA representative, and the Director of Alumni Relations or his/her designee.

**B. Responsibilities**

1. The Executive Committee shall be responsible for implementing the general policies and programs of the Kirkhof College of Nursing Alumni Chapter consistent with the long-range philosophy of the Alumni Association.
2. The Executive Committee shall have the power to act for the Advisory Board between meetings, provided their acts are approved at a subsequent meeting of the Advisory Board.
3. The Executive Committee shall recommend to the President of Kirkhof College of Nursing Alumni Chapter appointments for vacancies on the Advisory Board and its committees.
4. The Executive Committee shall minimally meet on a quarterly basis.
5. Financial contributions - Given that the lives of all members of the Kirkhof College of Nursing Alumni Chapter have been impacted by their engagement with the University and the benefits continue to grow as the strength of the University grows, all members of the Kirkhof College of Nursing Alumni Chapter Advisory Board are expected to make annual financial contributions to the University.

**Article IX Dues**

Membership dues may be established by a two-thirds vote of the Executive Committee and the Advisory Board.

**Article X Liaison and Reporting**

The President (or designee) of the Kirkhof College of Nursing Alumni Chapter shall represent

the interests of the Kirkhof College of Nursing Alumni Chapter to the Grand Valley State University Alumni Association Board of Directors. That person will present an annual report to the Grand Valley State University Alumni Association on chapter activities and projects.

Further, the Kirkhof College of Nursing Alumni Chapter will:

- Sponsor an annual project that benefits the Kirkhof College of Nursing Alumni Chapter;
- Participate in minimally one Community Outreach Week event each year.

#### **Article XI**

These bylaws may be amended upon the affirmative vote of two-thirds of the members of the Advisory Board in office present at any regularly scheduled meeting.

These bylaws shall be reviewed annually.

Original bylaw date: May 15, 2004

Rev. March 26, 2009

Rev. July 16, 2009

Rev. September 27, 2012

Rev. November 11, 2014

Rev. May 17, 2016