

Southern Illinois University Edwardsville School of Pharmacy Alumni Association Bylaws

I. Mission Statement

The Southern Illinois University Edwardsville School of Pharmacy Alumni Council is organized to assist the School in the support and advancement of its mission for the mutual benefit of the University and its alumni. To this end, the Association will:

- **Advise** the School and University of opportunities to serve and support the needs of its alumni and assist with the promotion and coordination of such programs;
- Encourage alumni to **contribute** their time, talent, and material support to the School and University's programs of instruction, research, and service;
- **Communicate** the progress and needs of the School to its alumni;
- Foster a spirit of **pride** in the School, University and its alumni, and
- Provide **opportunities** for fellowship among alumni.

II. Value of Alumni Services/Alumni Council

Inforn alumni of the changing programs of the School of Pharmacy

Interest alumni in the programs and future of the SOP

Involve alumni in the programs and activities of the SOP

With these three **I**'s in place, alumni become advocates for the university and the School of Pharmacy. The impact of their advocacy can be multi-faceted. Recruitment of students and faculty, political influence, job placement, and financial support are all within the realm of alumni participation.

III. Potential Projects/Activities

- Promote membership in the SIUE/SIUE SOP Alumni Association via two mailings per year to alums and potential "partners."
- Partner with the SIUE Alumni Association on educational and social events geared towards alumni.
- Organize educational/social events for alumni at national pharmacy meetings.
- Affiliate with existing student organizations at the SOP.
- Partner with the SIUE Alumni Association and other Schools to recognize outstanding alumni via the annual Alumni Hall of Fame event.
- Maintain accurate alumni contact information.
- Educate current students about the SIUE SOP/SIUE Alumni Association and the importance of their involvement after graduation.

- Continue to partner with the SIUE Alumni Association on the monthly electronic newsletter emailed to all SOP alums.
- Include stories on SIUE SOP Alumni in the annual Dean's Report and advocate for stories inclusion in the EConnection. (SIUE Alumni Association publication.)

**SOUTHERN ILLINOIS UNIVERSITY
SCHOOL OF PHARMACY
ALUMNI ASSOCIATION CONSTITUTION**

ARTICLE I

Name

This organization shall be known as the Southern Illinois University Edwardsville School of Pharmacy Alumni Association.

ARTICLE II

Purpose

This Association is organized to assist Southern Illinois University Edwardsville School of Pharmacy in the support and advancement of its mission for the mutual benefit of the School, the University and its alumni.

ARTICLE III

Membership

Section 1: The members of this Association shall include graduates of Southern Illinois University Edwardsville School of Pharmacy who elect to join via a paid membership. Partner memberships are available to SIUE School of Pharmacy friends and faculty.

Section 2: Lifetime Honorary members shall be those persons who are conferred membership by the SOP Alumni Council for service to the School, Council and the University.

ARTICLE IV

Organization

Section 1: An Alumni Council shall be elected to govern the affairs of the SIU-SOP Alumni Association and to serve and to represent the interests of alumni in the School and University.

Section 2: The Alumni Council shall consist of no less than eight or no more than thirty members elected by the members of the Association. The immediate past president of the Council shall also be a member of the Board for one additional year.

Annually, the active members of the Association shall elect four members to the Alumni Council. Elected members shall serve terms of 3 years and may succeed themselves.

It shall be the responsibility of the Alumni Council to ensure that the membership of the Alumni Council is representative of the alumni population.

Section 3: Any vacancy occurring on the Alumni Council shall be filled for the duration of the unexpired term by a majority vote of the Alumni Council.

Section 4: The Dean of the School, SOP Director of Development, a designated member of the SOP Student Affairs staff, and the President of the SOP Student Representative Council shall be ex officio, non-voting members of the Alumni Council.

Section 5: The officers of this SOP Alumni Association shall be a president, a vice president, a treasurer and a secretary.

Section 6: The president of the SIUE SOP Alumni Council shall serve as the SOP representative to the SIUE Alumni Association Board.

Section 6: The president, vice president, treasurer and secretary shall be elected annually by the Council from its membership. The term of office shall be for one year and begin on July 1. The vice president shall succeed to the office of president in the year following the term as vice president.

Section 7: Meetings of the Alumni Council may be called at any time, upon reasonable notice, by the president of the Alumni Council, by the Dean of the School, or by written request of a majority of the Alumni Council members.

**BYLAWS
OF THE
SOUTHERN ILLINOIS UNIVERSITY
SCHOOL OF PHARMACY (SIU-SOP)
ALUMNI ASSOCIATION
ALUMNI COUNCIL**

Article I

Objectives of the SIUE SOP Alumni Association:

1. The Alumni Council, hereafter referred to as the “Council,” being a part of SIUE School of Pharmacy, shall propose and implement programs, which will serve and involve SOP alumni in a meaningful relationship with the School and University.
2. The Alumni Council officers shall recommend to the Dean of the School and SOP Director of Development methods through which alumni can be represented in actively advancing the well-being of the School and University.
3. The Alumni Council, in cooperation with the SOP Director of Development, shall aid in obtaining financial support for the School from alumni for mutually agreed upon projects.
4. The Alumni Council, in cooperation with the SOP Office of Student Affairs , shall aid the School in providing programs for identifying and recruiting prospective students.

Article II

Duties of the Officers

1. The President, or in his/her absence the Vice President, or if both are absent, such person as the Alumni Council may designate, shall preside at all meetings of the Alumni Council. The President shall make such appointments as provided for in the Constitution and the Bylaws.
2. The Secretary shall take the minutes of the meeting of the Alumni Council and shall keep a record of all votes, resolutions, and other proceedings of the Council and the Association.
3. The Officers of the Association shall serve as the Executive Committee of the Council. The officers are the President, Vice President, Treasurer, and Secretary. The membership also includes the immediate past president. The President may appoint additional Council members to the Executive Committee.

4. The SOP Alumni Council President will serve as an ex-officio member of the SOP Advisory Board, concurrently with his/her term.

Article III

Meetings of the Alumni Board

1. At least two meetings shall be held each year. Meeting dates will be published on an annual basis.
2. Special meetings may be called by the President of the SOP Alumni Council or the Dean of the School.
3. Meeting attendance is expected of Alumni Council members. Conference Call-in attendance is allowed. After two consecutive absences and upon review of the circumstances by the President, a recommendation may be made to the Council to terminate membership on the Alumni Council.

Article IV

Committees and Responsibilities

The activities of the SOP Alumni Association shall be planned through a structure of committees, which will work directly with the SOP Director of Development. All official committee acts shall be reported to and approved by the Alumni Council.

There will be standing committees of the Alumni Council:

1. The Executive Committee will have the power to act for the Alumni Council in the intervening time between meetings of the Council. The Executive Committee will also oversee the planning and evaluation functions of the Association.
2. The Nominating Committee, chaired by the Vice President, is responsible for nominating individuals for membership on the Council. Officer nominations are also included in this responsibility. The Nominating Committee will consist of the members of the Executive Committee.
3. Other standing Alumni Board committees are Alumni Events and Alumni Development.
5. A Distinguished Alumni Award Committee shall be appointed by the President of the SOP Alumni Council and the Dean of the School and shall include five members: three from the Alumni Association and two from the School. The responsibility of the Committee will include selection of recipient(s) of the Distinguished Alumni Award, to be awarded at the annual Scholarship Awards Banquet.

- a. The Committee shall recommend to the Alumni Council those alumni of the School who should receive the Distinguished Alumni Award.
 - b. Final approval of the recipient(s) of the Distinguished Alumni Award shall be made by the Alumni Council.
6. Committees may be formed at the discretion of the President. All members of the Alumni Council shall be appointed to a committee. The President may appoint other active alumni to any committee when their knowledge and ability would enhance the performance of that committee.

Article V

Order of Business

1. The conduct of meetings will be in accordance with Robert's Rules of Order:
 - a. Reading of Minutes of the previous meeting (and their approval)
 - b. Reports of standing committees
 - c. Reports of select committees
 - d. Unfinished business
 - e. New business
2. For purposes of voting on issues before the Alumni Council, proxy votes will not be accepted.

Article VI

Membership

1. To be considered for membership on the Alumni Council, nominees must be an alumnus/na of the SIUE School of Pharmacy and have a paid membership in the SIUE/SIUE SOP Alumni Association. SIUE Partners can be paid members of the Alumni Association.
2. The Dean of the School, the SOP Director of Development, an appointed member of the Student Affairs staff, and the current SRC President will serve in a non-voting, ex-officio capacity on the Council.
3. The Alumni Council will not exceed thirty members.
4. Alumni Council members may not serve more than two three-year full consecutive terms of office. An exception may be made to extend an additional year to an immediate past president of the SOP Alumni Association.
5. Members should be selected based on School and University involvement, diversity and geographic consideration.

6. New Alumni Council members will be slated at the spring meeting of the Alumni Council, elected by the members of the SOP Alumni Association and take office July 1st in accordance with the School and University's annual calendar.
7. The SOP Student Representative Council president will be included as a speaking delegate at the Alumni Council meetings.
8. In the event of a vacancy on the Council, the position will be filled by nomination of the Executive Committee with approval of the Alumni Council.

Article VII

Budget and Finance

1. Funding of the SOP Alumni Association will be dependent upon unrestricted gifts to the SIU-SOP development fund and other donations made to the School. Additional fundraising projects must have the approval of the Dean of the School and SOP Director of Development.
2. The Alumni Council will submit to the Dean's Office, an annual budget for Association programs in the spring of each year for the period of July 1 to June 30. The budget will be reviewed jointly by the Alumni Council and the SOP Director of Development and recommended for approval by the SIUE SOP Dean.
3. The SOP Director of Development and the Alumni Council treasurer will be responsible for expending funds in accordance with the budget and will report regularly on expenditures of the Alumni Association to the Alumni Council.

Article VIII

Amendments

Amendments to the Bylaws may be made at any scheduled meeting of the Alumni Council, where a quorum exists. A quorum is 50% of the Alumni Council membership plus one. An affirmative vote of two-thirds (2/3) of the total votes casts on the amendment is required for passage.