

## **Rutgers School of Public Health Alumni Association (SPHAA) By-Laws**

### **Article I - Name**

The name of this organization is the Rutgers School of Public Health Alumni Association, hereafter referred to as SPHAA.

### **Article II - Mission/Vision**

The SPHAA assists in meeting the professional needs of Alumni and supports the mission of the Rutgers School of Public Health (“SPH”). It encourages partnership, stimulates interest, and promotes communication among and between Alumni, the SPH, and local, state, and global public health communities.

SPHAA works to support:

#### Partnership and Service

- Promote and strengthen camaraderie among Alumni and between Alumni and SPH;
- Enable mentoring/networking opportunities for Alumni;
- Organize Alumni for the promotion and welfare of SPH;
- Communicate the SPH’s directions and activities effectively to the Alumni;
- Organize resources that will support and provide value to Alumni, including social and networking opportunities;
- Energize the Alumni and students with a sense of loyalty and engagement that is infectious and sustaining;
- Develop, strengthen, and leverage strategic partnerships, collaborations, and other relationships that further the SPHAA mission;
- Encourage participation in service opportunities; and
- Solicit active Alumni participation in decision-making processes.

#### Professional Activities

- Promote the pursuit of Alumni careers as a life-long learning process; and
- Identify opportunities for Alumni to serve as links to community partnerships and practice, as well as employment opportunities for graduating students.

## Academic Activities

- Foster participation of, and publicize opportunities for, Alumni in educational, scientific, and research activities of SPH, especially regarding site supervisions for MPH fieldwork projects (see Article XIV);
- Support students with scholarships, mentoring (including Fieldwork), employment opportunities, and perspectives of the public health professional;
- Bring the realities of the field to assist the School in keeping current with its education, research and service mission;
- Advocate for the School within and outside the University; and
- Contribute to the viability of the School and its programs.

## Development

- Cooperate with the University, the SPH, and Foundation of Rutgers to strengthen the financial health of SPH through support of fundraising efforts.

## **Article III - Membership**

Those considered eligible for membership in the Association are:

- Rutgers SPH Alumni;
- Persons granted one or more degrees from the Rutgers University graduate program in Public Health prior to the establishment of the Rutgers SPH; and/or;

Each person in the categories listed above is automatically considered a member of SPHAA unless s/he specifies to the contrary. Other persons who have demonstrated an interest may become members by invitation of the SPHAA Governing Board or upon application to and with approval of a majority of this Board. Benefits of membership include but are not limited to access to Alumni listserv postings and information, annual newsletter, invitations to SPH events, and announcements to other public health related events.

## **Article IV - Governing Board and Officers**

The governing body will consist of a Governing Board of up to nine members, who will be elected for staggered two-year terms by the SPHAA general membership each academic year. The members of the Governing Board comprise of SPHAA Officers and Members-at-Large. Half of the Board members will be elected each year by majority vote of those SPHAA members who return their ballots. Nominations for the Governing Board will be solicited in writing from the SPHAA membership by the Secretary and will ideally represent all campuses and departments. (See Article XIII - Elections)

SPHAA officers will include a President, Vice President (President-Elect), Secretary, and Treasurer. The Governing Board will elect these officers from currently serving Board members by majority vote of those present at the first meeting each year. Each officer will serve for two academic years (July 1- June 30). The Vice President (President-Elect) will serve a second term as President. Other Officers may serve up to two consecutive terms. Five Members-At-Large will be elected to coordinate all committees and their functions to insure communications between the Governing Board, committees, and members. He/she shall perform such other duties as may be assigned by the President. (See Article XII Committees)

The Governing Board will fill all SPHAA vacancies, and the appointed Officers/Members-at-Large to hold office until the next slate of candidates is approved by the Board. Nominated members must consent to serve prior to their nomination. (See Article XIII - Elections)

The Governing Board will invite participation in Board meetings by non-elected SPHAA members; however, they will serve ex-officio and without vote. Other ex-officio members - without vote - will include the following Rutgers SPH representatives:

- Dean;
- Assistant Dean/Director of Alumni Affairs;
- Representative from Rutgers University Foundation;
- Alumni Affairs Coordinator; and
- SGA Presidents from each campus (Newark, Piscataway, Stratford/Camden)

All SPHAA members are eligible to serve on the Governing Board. Failure to attend the majority of Board meetings during his or her term, without being excused by the President, will be considered grounds for removal from the Board. In that event, the Board will determine by majority voice vote whether the member is eligible to continue to serve. If a Board member is thus removed, any SPHAA member or Board member may nominate a replacement, who will complete the unfinished term of the removed Board member. A member who has been replaced through this process is ineligible to serve in the next term. Ex-officio members will not be subject to these attendance requirements.

## **Article V - Governing Board and Officers Powers and Duties**

The President will:

- Preside at all SPHAA meetings;
- Appoint, as needed, ad hoc committees to achieve short- or long-term goals;
- Serve as intermediary in deliberations with the Dean;
- With the assistance and approval of the Board, submit a mid-term and final report to the SPHAA membership on the significant events of his/her administration;

- Represent, or appoint a designee to represent (e.g. Vice President), the Alumni Association at all relevant Rutgers SPH meetings and events, e.g. Council on Education of Public Health site visits;
- Cast a deciding vote in all cases of a tie;
- Sign all necessary documents and co-sign with the Treasurer all checks; and
- Perform other duties as they arise.

The Vice President (President-Elect) will:

- Serve as advisor and assistant to the President for one (two-year) term;
- Assume the duties of President in the President's absence, resignation, incapacitation, or removal from office;
- Automatically assume position of the President after one (two-year) term as Vice-President; and
- Be responsible for the interpretation of, adherence, and changes to these By-Laws.

The Secretary will:

- Record and distribute minutes of all SPHAA meetings;
- Document in the minutes of SPHAA general membership and Governing Board meetings the results of all matters voted upon; and
- Maintain and assist in distribution of records, ballots, and other documents, including Board members' attendance.

The Treasurer will:

- Under direction of the SPH Business Manager, manage funds accrued by SPHAA, following correct policies and procedures to distribute donations to the Rutgers University Foundation;
- Review all expenses at SPHAA meeting;
- Present all bills to the SPH-Office of Finance, with necessary forms and backup, for processing and payment; and
- Annually present to the Governing Board a summary report of SPHAA finances and justification for the expenditures.

The Governing Board will:

- Exercise the general management of SPHAA within the framework of these by-laws and actions voted upon by the SPHAA general membership and Board;
- Adopt policies and establish programs to advance SPHAA purposes;
- Appoint, as needed, ad hoc committees to achieve short- or long-term goals; and
- Delegate power for day-to-day management of SPHAA to the President.

## **ARTICLE VI - Meetings**

Meetings of SPHAA will be held at such times and places --- preferably in the state of New Jersey --- as the Governing Board may designate, but will occur at least once each academic year. Proper notice of meetings (6 weeks) will be given to SPHAA members to the extent that accurate contact information allows.

The Governing Board will meet at least once per academic semester. Board members may, with permission from the President, participate by telephone conference call or other means of communication by which all persons participating in the meeting are able to speak to and hear one another.

## **Article VII - Funds**

Membership dues will not be required. In collaboration with the Office of Student and Alumni Affairs, the Treasurer will be responsible for management of all funds received by SPHAA, following correct policies and procedures to deposit charitable donations with the Rutgers University Foundation. Charitable gifts raised through the Rutgers University Foundation will be awarded to the SPHAA according to the donors' wishes. The SPHAA and the Rutgers University Foundation may agree to establish separate funds for the purpose of solicitation of gifts and tracking awards.

## **Article VIII - Amendments**

Proposed amendments to these By-Laws shall be submitted in writing to the Governing Board and may amended by a majority vote of Alumni who return a ballot regarding the amendments by a reasonable, specified date (at least 30 days from request date). The Secretary, or his/her designee, shall send a copy of the proposed amendment via electronic mail, or in writing if the member requests, to each member of the Association. The Secretary will present the results of such votes to the Governing Board for their formal adoption into these by-laws. Amendments shall take effect immediately upon adoption.

## **Article IX - Quorum**

Business will be conducted and decided by a majority vote of those present or returning a proxy at a general membership meeting. Majority vote of Governing Board present or returning a proxy vote will rule.

## **Article X - Procedure**

Robert's Rules of Order will govern parliamentary questions at any SPHAA meeting.

## **Article XI – Headquarters**

The principal office of the SPHAA will be the Rutgers SPH Office of the Dean, or such other office within SPH as the Dean may designate.

## **Article XII – Committees**

Members-At-Large will coordinate all committees and their functions to insure communications between the Governing Board, committees, and members. SPHAA committees may be created by the Board or the President. All committee appointments will be for a term of two academic years or until successors are appointed and assume responsibility. The President may appoint any additional ad hoc committees he/she deems necessary, for a term not to exceed his/her term of office, with the advice and consent of the Board.

## **Article XIII – Elections and Term of Service**

SPHAA Governing Board members will be elected by mail or electronic ballot. The majority of ballots returned by a reasonable deadline (no less than 30 days after initial request) will determine the winning candidate/s. Officers will be selected by majority vote of the current members of the Governing Board as described in Article IV. Terms of service will be for two academic years (July 1- June 30) or the remaining portion of said academic year.

For the first election, the Assistant Dean for Student and Alumni Affairs, Alumni Affairs Coordinator, and a representative of the Rutgers University Foundation will collaborate to solicit nominations for SPHAA Governing Board candidates except for the President, after ratification of the by-laws. Nominations returned by a reasonable deadline (no less than 30 days after initial request) will determine the ballot roster. The first President will be appointed by the Dean and will serve a one year term. The Vice-President (President-Elect) will serve one year as Vice-President and subsequent two years as President which will create the staggered two-year election terms moving forward.

Election ballots will be sent by mail or electronically and Alumni will have no less than 30 days to return votes. The majority of ballots returned by a reasonable deadline will determine the winning candidate/s.

## **Article XIV – Alumni Participation in Fieldwork**

SPHAA will encourage and support the participation of Alumni to act as site preceptors and/or participate in the public health practice portion of Fieldwork among current students. SPHAA will work with Fieldwork Coordinators on all campuses to facilitate communication regarding possible Fieldwork opportunities available through Alumni.

If SPHAA surveys the general membership, questions pertaining to Fieldwork participation will be included, and contact information for Fieldwork Coordinators on all campuses will be provided.

References (Alumni Association By-Laws)

The University of North Carolina at Chapel Hill School of Public Health

Rollins School of Public Health at Emory University

Joseph L. Mailman School of Public Health of Columbia University

Rutgers-New Jersey Medical School

Rowan-School of Osteopathic Medicine

Rutgers-New Jersey Dental School

The Graduate School of Public Health (GSPH) at San Diego State University

Rutgers SPH Alumni Participants (i.e. review/revision)

Lauren Arnold '01

Erick Cortes '04

Maria Haffer '04

Rosemary Kidder '04

Sue Lachenmayr '97

Peter Lenahan '99

Stephen Marcella '98

Molly McCauley '89

Rita McWilliams '97

Stephanie Napolitano '04

Sindy Paul '93

Laura Pizzi '03

Valerie Pogue '05

Peter Tabbot '97

Michelle Kennedy '05

Christopher Merkel '08