

# CHARTER OF THE LANCASTER GENERAL COLLEGE ALUMNI ASSOCIATION

## **Article I. Name and Mission**

The name of this association shall be known as the Lancaster General College Alumni Association.

The mission of the Association is to foster mutually beneficial connections among alumni, students, faculty, administration and staff of Lancaster General College of Nursing & Health Sciences (LGCNHS).

## **Article II. Purposes**

The purposes of this Association shall be to:

- Assist the administration, faculty, and Board of Trustees to fulfill the mission of the College.
- Serve as a vehicle for service to the College and to the community.
- Support College initiatives.
- Maintain communication between the College and its alumni.
- Encourage others to consider the health sciences as a career.
- Promote enrollment and retention through mentorship and involvement with the student community.
- Strive to keep the alumni community informed of initiatives and progress within the College.
- Provide programs for life-long learning of interest to alumni.
- Promote involvement in the College's and Foundation's development programs and activities.
- Promote meaningful relationships among alumni members.

## **Article III. Membership**

The term "hold office" used below refers to those persons who serve on the Executive Board. Membership within the Association shall consist of the following classes:

### **Active Members**

All graduates from LGCNHS (or any of its predecessors) who have paid dues for the current year are considered active members. Only active members may hold office and have voting privileges.

### **Associate Members**

These are individuals who wish to be involved in the association. Associate members are dues paying members and may vote. However, they may not hold office.

### **Honorary Members**

Those elected to such status by the Association in recognition of outstanding and meritorious services to the College and/or the Association. A resolution honoring a person must first be passed by a majority vote of the Executive Board and be submitted for approval to a majority vote at regular or special meeting. These members may not hold office or vote.

### **Life Members**

Those members who have paid dues for 35 years in the Alumni Association (or any of its predecessors) are life members. They may hold office and vote.

## **Article IV. Organizational Structure**

### **Section 1 – Membership** (see Appendix A)

The Alumni Association shall be managed by the Alumni Council. The Alumni Council consists of nineteen members and two branches; the Executive Board and the Advisory Board. All members of the Alumni Council shall be invited to board meetings, general membership meetings, and receive minutes. The Executive and Advisory Boards shall provide guidance with respect to educational programs and activities of the Association.

### **Section 2 – Meetings**

The Alumni Council shall meet at least twice during each academic year (spring and fall). Special meetings may be called at the discretion of the President of the Alumni Association or the Coordinator, Alumni Relations or upon written request of any five association members. Notification of the time, place, and purpose of the meeting shall be sent in writing to every member of the Council. Business of the Alumni Council is transacted via quorum (see article X).

## **Article V. Executive Board**

### **Section 1 -- Membership**

The Executive Board shall consist of the officers of the Association who are elected by the Association membership. Officers include: Alumni Association President, President-Elect, Secretary, and Treasurer. All officers must be graduates of the College or its predecessor organizations. The President of the College; Coordinator, Alumni Relations; and Sr. Development Officer will serve as ex-officio members. The Executive Board shall appoint a representative from the Student Government Association to serve on the Executive Board in a non-voting capacity. The Association's Immediate Past President will serve on the Executive Board as a non-voting capacity.

### **Section 2 – Duties**

The Executive Board shall have authority to make policy decisions for the Association providing they are not in conflict with the Association Charter. The Executive Board shall have the authority to carry on the business of the organization; approve expenditures; establish rules and procedures; create special committees; approve guidelines for the various committees; elect honorary members and approve or disapprove reports, resolutions or actions of the officers and committees. All social, community service, and fundraising activities must be approved by the Executive Board. The Executive Board shall plan the annual meeting of the Association which shall occur during the spring of each year. The Executive Board shall appoint members to the Leadership and Recognition Committee.

### **Section 3 – Vacancies**

The Executive Board may fill any officer vacancy that may occur by appointment of an eligible member of the Association to serve until the next ballot goes to the membership.

## **Article VI. Officers**

### **Section 1 – Membership**

The officers of the Association shall be the President, President-Elect, Secretary, and Treasurer. In addition to the duties and responsibilities listed below, officers shall plan social and community service functions and activities to involve interested alumni and participate in accomplishing the missions and goals of the Association and the College.

### **Section 2 – Eligibility**

Any active or life member of the Alumni Association may be eligible for office.

### **Section 3 – Election and Term**

The Alumni Association transitions offices as of July 1<sup>st</sup>. The President and President-Elect shall serve two-year terms. The President-Elect assumes office as the President at the end of his/her term as President-Elect. The offices of President and President-Elect will transition during odd years. The Treasurer and Secretary shall serve two-year terms. The offices of Secretary and Treasurer will transition during even years. Elections shall be held at the annual meeting in the spring of each year.

### **Section 4 – Resignation and Removal from office**

Any officer may resign at any time by delivering a written resignation. Such resignation will take place immediately unless a different date is specified therein. The only basis for removal from office or committee membership will be failure to fulfill responsibilities, violation of any portion of this charter, and excessive absences from scheduled meetings. This decision for removal may be waived by the President of the Association for extenuating circumstances.

### **Section 5 – Duties**

#### **PRESIDENT**

The president:

- Serves as chairperson of the Alumni Council (inclusive of both branches).
- Calls all meetings (including special meetings when necessary) and develops agendas.
- Presides at all meetings.
- Serves as the parliamentarian.
- Assures that officers are fulfilling their responsibilities.
- Provides leadership to the officers and committee chairs in accomplishing the functions of the LGC Alumni Association.
- Appoints annually all standing committee chairpersons.
- Appoints committees not otherwise provided for in this charter with the approval of Executive Board.
- Serves as ex-officio member of all committees except the nominations committee.
- Serves as the local LGCNHS ambassador to the community.

- Attends College-sponsored community events when possible.
- Attends campus events such as homecoming and commencement.
- Performs all duties incident to the office.

### PRESIDENT ELECT

The president elect:

- Shall be ex-officio to all functions of the President.
- Shall assume the duties of the President in his/her absence.
- Assists the President in the discharge of his/her duties.
- Assumes responsibility for coordinating special Association projects as designated by the President.
- Performs all duties incident to the office.

### SECRETARY

The secretary:

- In conjunction with the Alumni Relations Office, notifies Advisory Council and association members of the time and place of meetings as instructed by the President of the Alumni Association.
- Attends to the correspondence of the Association, including correspondence of all regularly scheduled and special meetings of the Association.
- Keeps a permanent record of all proceedings.
- Distributes all recorded minutes to all members of the Alumni Council at least two weeks prior to regularly scheduled meetings.
- In conjunction with the Alumni Relations Office, maintains the records of the Alumni Association and directs all notices or correspondence to the Alumni Council, and/or members of the association as appropriate.
- Performs additional duties as assigned.

### TREASURER

The treasurer works in collaboration with College Finance Department including these specific functions:

- Tracks all funds of the association.
- Reviews all financial reports with the College finance department.
- Presents financial report to the Alumni Council at each meeting.
- Chairs the Finance Committee.
- Serves as a member of the Leadership and Recognition committee.
- Requests the disbursement of funds as authorized by the Executive Board and VP Finance and Administration.
- Submits all books of accounts for audit at least annually and at such times as authorized by the Executive Board and VP Finance and Administration.
- Performs additional duties as assigned.

## **Article VII. Additional Executive Board Members**

### **Section 1 – Membership**

A representative from the Student Government Association and the Immediate Past President of the Alumni Association shall serve as Executive Board members. The President of LGCNHS, Sr. Development Officer, and Coordinator, Alumni Relations will serve as ex-officio members of the Executive Board.

### **Section 2 – Appointment and Term**

The Immediate Past President shall serve a one-year term, in a non-voting capacity, contiguous with the conclusion of his or her term of office. A representative from the Student Government Association or designate shall be appointed by the Association officers to serve on the Executive Board for a two-year term in a non-voting capacity. The student position transitions on even years.

### **Section 3 – Duties**

#### **IMMEDIATE PAST PRESIDENT**

The immediate past president:

- Acts in a consultant capacity to the Alumni Council.
- Serves as a member of the Leadership & Recognition Committee.

#### **STUDENT REPRESENTATIVE**

- Serves as liaison between the student body and the Alumni Council
- Serves on the Student Outreach Committee.

#### **COORDINATOR, ALUMNI RELATIONS**

The Coordinator, Alumni Relations shall be the chief administrative officer of the Association and shall support the missions and goals of the Association and the College. He or she shall be charged with the administration of the day to day operations of the Association. The Coordinator also:

- Serves as liaison between the College and the Executive and Advisory Boards.
- Attends all meetings as an ex-officio member.
- Collects and disburses all funds of the Association assuring that all transactions are approved by the Executive Board.
- Assumes responsibility for the complete, integrated functioning of the Association.
- Assists in implementing and coordinating programs, functions and planning by the Association.
- Keeps an accurate record of names and addresses of all alumni, officers and committee members.
- Notifies officers and committee members of their election or appointment.
- Attends to all printing and announcements of the Association including the newsletter, in collaboration with the Secretary.
- Gives a report to the Alumni Council and /or general membership at all meetings.
- Acts as Assistant Secretary in the absence of the Secretary.
- Performs such other duties as are incident to this office.

## **Article VIII. Advisory Board**

### **Section 1 – Membership**

The Advisory Board shall consist of a ten members and operates at the pleasure of the Executive Board. The ten members of the Advisory Board shall consist of one Alumni Association Historian, four members at large, three LGCNHS faculty representatives, and two staff appointed by the President of LGCNHS. Members of the Advisory Board shall be invited to attend all meetings of the Association. Members of the Advisory Board may vote based on their membership status.

### **Section 3 – Appointment and Term**

All members of the Advisory Board shall serve two-year terms. The Alumni Association transitions positions as of July 1<sup>st</sup>.

- The Association Historian position shall be appointed by the Executive Board and transition on odd years.
- Interested active, associate, or life members shall submit in writing to the President of the Association their request to participate. The Executive Board shall determine final appointment of these members. One half of the members at large will transition on even years and one half will transition on odd years.
- Faculty representation from each of the three divisions (General Education, Health Sciences, and Nursing) shall be appointed by their division chair. The General Education and Health Sciences positions will transition on even years. The Nursing position will transition on odd years.
- The President of LGCNHS or a designate is encouraged to select two representatives from within the College. The Executive Board shall recommend to the College President that these representatives come from the departments of Student Services and Finance. One of these positions will transition on odd years and one will transition on even years.

### **Section 4 – Duties**

#### **MEMBERS AT LARGE**

- Any member of the alumni organization may serve as member at large.
- Serves as a liaison between the Association's general membership and the Alumni Council.

#### **FACULTY REPRESENTATIVES**

- Serves as a liaison between the three academic divisions of the College and the Alumni Council.

#### **COLLEGE STAFF REPRESENTATIVES**

- Serves as a liaison between the College and the Alumni Council.

#### **HISTORIAN**

- Collects and organizes all historical data of interest to the members of the Alumni Association.

- Maintains permanent record of activities, projects and other data to document the history of the Association and College. (Note: the method of record-keeping will be determined and approved by the Alumni Council.)
- Serves as a liaison to the Edward Hand Medical Heritage Foundation and other nursing and health science associations.
- Presents a report to the membership at the spring meeting.

## **Article IX. Committees**

There shall be such committees standing or special as authorized by this Charter, the Association or the Executive Board, unless otherwise provided in this Charter or in a motion authorizing the committee. The chairpersons of committees shall be appointed by the President of the Alumni Association with approval of the Executive Board. A committee shall consist of at least three persons.

### **Finance**

Works in collaboration with College Finance Department including these specific functions:

- Chair shall be Treasurer
- Provide oversight for the activity of the checking account.
- Provide support to the committees for events that the Board is involved in each year.
- Review activity in scholarship fund.
- Prepare a budget of expenses for the next fiscal year and submit the proposed budget to the Executive Board for consideration each year by the last day of April.
- Submit the proposed budget to membership for approval at the spring general membership meeting.

### **Leadership and Recognition (nominations, scholarships/awards)**

- Immediate Past President is a member of this committee.
- Treasurer is a member of this committee.
- Develop criteria for awards given out on behalf of the Alumni Association (see Appendix B).
- Work with College administration to implement criteria and awards.
- Create a ballot of candidates for available officer positions each year by the last day of April.
- Voting for new officer positions will occur at the spring annual meeting.
- Members shall be appointed by the Executive Board.
- A member of the Alumni Council will serve as a liaison on the College awards selection committee. The liaison shall be an alumnus of the College, currently serving on the Alumni Council, who is also employed by LGC.

### **Marketing & Development Committee**

Fund raising will be conducted on an ongoing basis by the Alumni Council. All fundraising must be approved by the Alumni President; Coordinator, Alumni Relations, and Sr. Development Officer. Any monies required for fundraising activities must receive prior approval by Executive Board. All events and fundraising activities must conform to the policies

of the LGC, be a positive reflection on the image of the College, and be conducted in a legal and ethical manner conforming to all appropriate legal and accepted fundraising principles.

This committee functions to:

- Identify, develop, review, and evaluate programs and services which generate revenue for the Association.
- Work with the Alumni Council to increase active members in the Alumni Association.
- Identify and recruit possible alumni leaders.
- Recruit volunteers to participate in alumni and development activities.
- Provide the College, its student body, alumni and community with regular updates on the mission of the Association, and the events it sponsors.

### **Special Events**

- Plan and schedule all events in conjunction with the Alumni Relations Office.
- Formulate ideas and implements strategies for improving participation.

### **Student Outreach**

- Student Representative serves on this committee.
- Work as a liaison between the student body and the Alumni Council.
- Develop activities that involve the joint participation of the Alumni Council and the student body.

### **Special Committees**

Special committees may be appointed any time by the Alumni Association President or a majority of Executive Board members. The Executive Board may establish new standing committees or eliminate existing committees as needed and shall assign duties to those committees.

## **Article X. Quorum and Meetings**

- Council meetings: At least five members of the Council, including the President, shall constitute a quorum at any meeting of the Alumni Council and is necessary to conduct Association business.
- General membership meetings: At least three officers and five members shall constitute a quorum for the transaction of business at any regular or special meeting of the Association.

The order of business at the **spring annual meeting** shall include, but not be limited to:

Call to Order  
Sign Register  
Distribution of Minutes  
Report of President  
Report of Coordinator, Alumni Relations  
Report of Treasurer  
Report of Standing Committees  
Report of Special Committees  
Voting (budget, dues, officers)

Old Business  
New Business  
Declaration of Officers  
Adjournment

The order of business at the **regular Council or general membership meeting** shall include, but not limited to:

Call to order  
Sign Register  
Distribution of Minutes  
Report of President  
Report of Coordinator, Alumni Relations  
Report of Treasurer  
Report of Standing Committees  
Report of Special Committees  
Old Business  
New Business  
Adjournment

## **Article IX. Fiscal Year and Alumni Dues**

The Association shall operate on a fiscal year that runs from July 1 to June 30. The Association is authorized to collect reasonable dues each fiscal year from members of the Association in order to help pay for events and activities sponsored by the Association. The amount of annual dues charged to the members shall be determined periodically by the Executive Board who in turn shall recommend to the finance department of the College for final decision.

## **Article X. Parliamentary Authority**

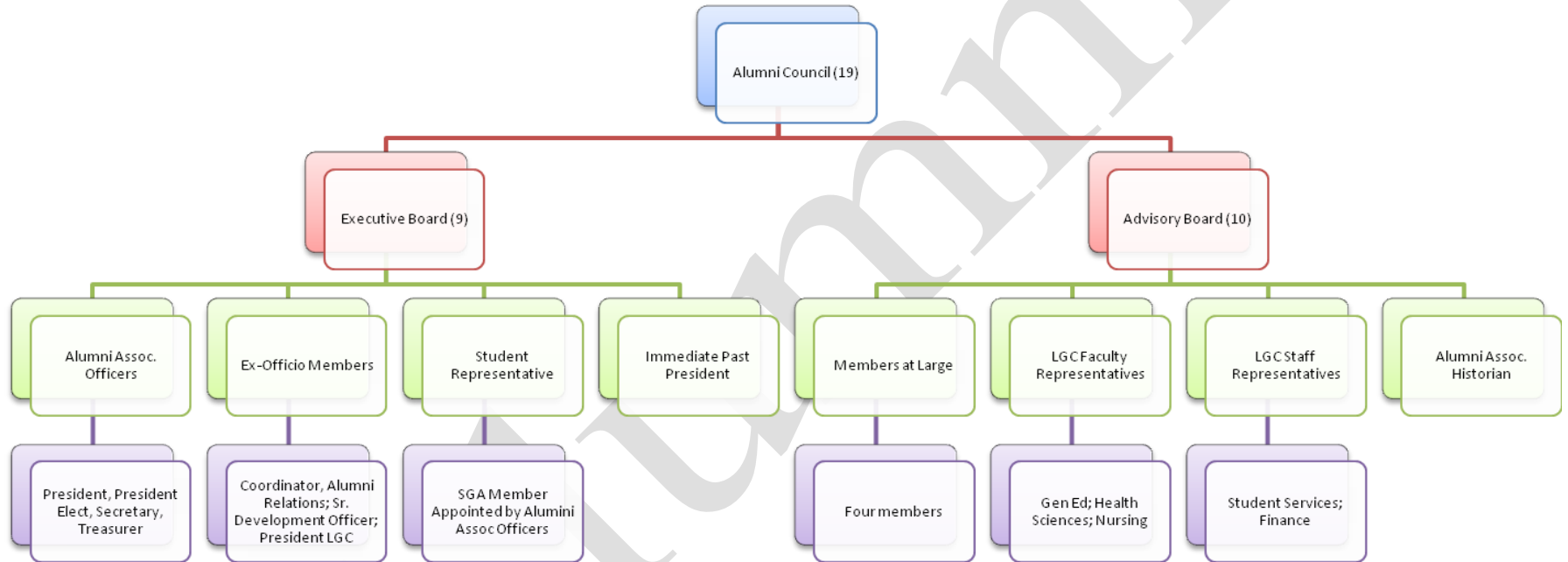
All proceedings of the Executive and Advisory Boards, meetings of the members and meetings of committees shall be governed by *Roberts Rules of Orders*, unless otherwise designated in the Charter. The President shall serve as the parliamentarian and conduct an annual review of this Charter.

## **Article XI. Amendments**

The Charter may be amended at any regular or special meeting of the Executive Board by a two-thirds vote of those members present, provided that the proposed amendment has been submitted to the membership at least 30 days prior to the meeting.

Draft: 2/13/08, 2/27/08, 3/4/08, 4/3/08, 4/10/08, 4/21/08, 4/24/08, 5/6/08, 3/10/09, 6/09/09, 6/24/09, 5/19/10, 6/17/10, 8/4/10, 3/31/11

## Appendix A



## Appendix B

# Scholarship Award Application for Lancaster General College of Nursing & Health Sciences Alumni Association

### **Objective:**

The College Alumni Association, in accordance with the mission of the organization, will provide scholarships to deserving students in an effort to promote education for future or actual health care providers. In addition, scholarship presentation will establish and maintain relationships with current or former students of the College. This scholarship program is sponsored by the Alumni Association. The Alumni Association Scholarship Program seeks to assist students with tuition costs. Students will be selected based on criteria set for each scholarship.

### **Criteria for awarding the scholarship:**

Enrolled students who meet criteria described for each scholarship below may apply for a \$1,000.00 scholarship. All applicants must submit completed applications by July 1<sup>st</sup>. The scholarship recipients will be selected in August. Scholarship funds will be distributed by September 1<sup>st</sup>. Ceremonial presentation of awards will take place in October at the Alumni Fall Dinner. See specific scholarships for eligibility criteria. Scholarship funds are intended to be distributed directly to Lancaster General College with the exception of the Lancaster General College Alumni Scholarship.

### **Process and Rules:**

The process for applying for Alumni tuition scholarships will be published on the Alumni tab of the College website. In addition, information concerning the Alumni Scholarships will be available under scholarships on the finance tab of the College website. Any student meeting the criteria may apply. Students will complete an application including an essay or video, and submit it to the Alumni office. A copy of the application will also be sent to the College Scholarship Committee. Students who apply and meet all requirements will be considered for a scholarship. Of those applications received, each will be reviewed for completeness and authenticity of all information provided. Of those viable applications, the scholarships will be distributed to those students who present the greatest commitment to the spirit of the scholarship. All viable applications will be reviewed by the Alumni Scholarship Committee. The Alumni Council will make a recommendation to the scholarship committee of the College. Applicants will be notified via U.S. mail after the deadline date. Although qualified applicants may apply for more than one scholarship, only one Lancaster General College Alumni Association Scholarship will be granted per person per fiscal year. The Alumni Association shall notify appropriate institution of higher

learning of the selection of a scholarship recipient. Recipients will be expected to attend the Alumni Fall Dinner and will be invited to attend the Pillars of Excellence program at the College.

The Lancaster General College Alumni Association does not discriminate against or tolerate the harassment of any potential applicant, or student on the basis of race, color, national origin, sex, religion, disability, age, or any other legally protected status in the provision of its courses, programs, services or activities.

### **Lancaster General College Alumni Association Scholarship for Nursing Students:**

Compose an essay in 500 words or less or create a 3-5 minute video to describe one way Florence Nightingale portrayed a positive image of nursing during her life time. Describe at least one trait you share with Florence Nightingale. Explain how you will work to further the positive image of nursing as you contemplate a career in nursing. Lastly, explain how this scholarship will aid you in becoming an extraordinary nurse.

- Be a student in good standing in any nursing program at Lancaster General College.
- Have the recommendation of one college faculty member.
- Provide documentation that 12 credits of study have been completed (credits accrued are not required to be from Lancaster General College).
- Submit a completed application with a video or essay by the appropriate deadline date\*.
- Be willing to attend the College Alumni Fall dinner meeting on        to receive your scholarship.

### **The Lancaster General College Alumni Association Scholarship for Health Science Students:**

Compose an essay in 500 words or less or create a 3-5 minute video to explain what skills/traits are needed to make an extraordinary health care provider. How do you exhibit those traits? How would this scholarship aid you in becoming an extraordinary health care provider? Why are you enrolled to become a health care provider?

- Be a student in good standing in any Health Science program at Lancaster General College.
- Have the recommendation of one college faculty member.
- Provide documentation that 12 credits of study have been completed (credits accrued are not required to be from Lancaster General College).

- Submit a completed application with a video or essay by the appropriate deadline date\*.
- Be willing to attend the College Alumni Fall dinner meeting on        to receive your scholarship.

## **The Lancaster General College Alumni Association All College Scholarship**

Compose an essay in 500 words or less or create a 3-5 minute video to explain what skills/traits are needed to make an extraordinary health care provider. How do you exhibit those traits? Why are you enrolled to become a health care provider? How would this scholarship aid you in becoming an extraordinary health care provider?

- Be a student in good standing in any program at Lancaster General College.
- Have the recommendation of one college faculty member.
- Provide documentation that 12 credits of study have been completed (credits accrued are not required to be from Lancaster General College).
- Submit a completed application with a video or essay by the appropriate deadline date.\*
- Be willing to commit to attend the College Alumni Fall dinner meeting on October 6, 2011 to receive your scholarship.

## **The Lancaster General College Alumni Scholarship**

Compose an essay in 500 words or less or create a 3-5 minute video to describe one way you have personally supported the Alumni Association. Describe how this scholarship will aid you in advancing your education in the area of health care.

- Be a health care student in good standing at any University/College.
- Provide 2 references describing your commitment to life long learning.
- Submit a completed application with a video or essay by the appropriate deadline date\*.
- Be willing to attend the College Alumni Fall dinner meeting on        to receive your scholarship.
- Provide documentation that applicant is a graduate of any program at Lancaster General College or its predecessors
- Current member of the Alumni association

## APPLICATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature to attest all information is true to your knowledge: \_\_\_\_\_

To be eligible for the any of the Lancaster General College Alumni Scholarships the applicant must:

- Be a student in good standing.
- Submit proper documentation of all requirements listed under specific scholarship
- Be willing to attend the College Alumni Fall dinner meeting on \_\_\_\_\_ to receive your scholarship.
- Submit a completed application with a video or essay by the appropriate deadline date\*.

Timeline (Deadline dates\*):

Date	Item to be completed	Responsible person/committee
March	Review and revise scholarship process. Determine amount of money for each scholarship based on funds available assigned in budget.	Scholarship committee, recommendations go to general Alumni Council for approval
May-after Spring meeting	Post scholarship information (should allow applicant 6 weeks to complete)	Alumni Coordinator, Roxanne Wilson
July 1st	All scholarship applications due	Alumni Coordinator, Roxanne Wilson
August	Select scholarship recipients	Scholarship committee recommendation, approval of recipients to be determined by Alumni Council. Send liaison to College Scholarship Committee with non-binding recommendation for Alumni Scholarships
September	Notify applicants of selection outcome and mail funds to appropriate institutions. Formal invitation to recipients to attend the Fall Alumni Dinner Meeting	Alumni Coordinator, Roxanne Wilson Secretary Treasurer
October	Presentation of Scholarship Awards	President of the Alumni Association

Alumni