

Mission: Provide PNWU Alumni with a robust, dynamic Alumni Association

The Alumni Association for Pacific Northwest University of Health Sciences (PNWU) exists to encourage our graduates to continue to fulfill their mission of service among rural and medically underserved communities. We will facilitate a spirit of loyalty and networking between the Alumni and the University, reaching to the communities served in the Pacific Northwest. PNWU encourages life-long relationships that support our alumni in career connections and a pathway of giving to PNWU.

Bylaws for the Pacific Northwest University of Health Sciences Alumni Association

Article I – Name and Governing Documents

- 1.1 Name: Pacific Northwest University Alumni Association.
- 1.2 Governing Documents: The Alumni Association shall be governed by its by-laws and PNWU Board of Trustees.

Article II – Purpose

- 2.1 Purpose: The purposes of the Alumni Association are to:
 - 2.1.1 Provide PNWU Alumni with a robust, dynamic Alumni Association as authorized by the PNWU Board of Trustees;
 - 2.1.2 Encourage our graduates to continue to fulfill their mission of service among rural and medically underserved communities. Foster engagement of alumni in volunteering, attending events and a pathway to giving opportunities;
 - 2.1.3 Facilitate communications from PNWU to alumni and updates from alumni to PNWU and fellow alums;
 - 2.1.4 Host regular alumni gatherings at local, national and regional locations;
 - 2.1.5 Strengthen the relationship between alumni and the University;
 - 2.1.6 Network with alumni to support opportunities as preceptors, clinical faculty and ambassadors;
 - 2.1.7 Link alums with career development and employment assistance, loan forgiveness assistance/program information and Continuing Medical Education (CME) offerings;
 - 2.1.8 Provide a vehicle for the feedback, evaluation, and consultation of Alumni on matters of significance to the Alumni and the University;
 - 2.1.9 Work in a collaborative manner to create cohesion within and across all Colleges and programs in support of PNWU students and the entire University;
 - 2.1.10 Provide a semi-annual newsletter;
 - 2.1.11 Create a community and culture of giving back to PNWU
 - 2.1.12 When requested by the PNWU Board of Trustees, propose three (3) or more recent PNWU alumni as candidates for consideration to the Board's Alumni Trustee position. The PNWU Board shall maintain the right to select the candidate for a term of not more than two (2) years in this category.

Article III – Membership

- 3.1 PNWU Alumni Association Membership is described as:
- 3.1.1 All graduates of Pacific Northwest University of Health Sciences.
 - 3.1.2 Membership dues: Membership dues are waived at this time. This will be evaluated annually.
 - 3.1.3 Honorary: As designated by the PNWU Alumni Association, these members value the PNWU mission, but did not graduate from the University. Honorary members will not hold office or vote.

Article IV – Alumni Association Committee Officers

4.1 Officers and Number of Committee members:

- 4.1.1 The PNWU Alumni Association Committee shall consist of a minimum of 10 members made up of:
- Five officers and member representatives;
 - University Alumni Staff (Director of Annual Giving & Alumni and the Alumni Services Coordinator) as ex-officio members without a vote;
 - With an open invitation to the PNWU President, Chief Development Officer, PNWU Board Foundation Committee Representative, without a vote.

4.2 Selection of Alumni Association Committee Officers. Alumni Association Committee Officers will be elected by the Alumni Association Executive Committee and shall serve a two-year term. The Vice President shall become President after the president fulfills his/her term of office.

4.3 Term of Office. Alumni Association Committee Officers shall serve no more than three consecutive, two-year terms.

4.4 Vacancies. Vacancies will be filled by Alumni Association Executive Committee through nomination and appointment, and will fill the portion of the term remaining with a possible two additional consecutive, two-year terms. The Officers will nominate and appoint the vacancy based on review of eligibility, nomination(s) and application.

4.5 Responsibilities/Expectations. The responsibilities of the PNWU Alumni Association Committee Officers will include:

- 4.5.1 Provide leadership and guidance while serving his/her respective PNWU Alumni Committee;
- 4.5.2 Prepare for, attend and participate in regularly scheduled meetings;
- 4.5.3 Endorse and support the University Strategic Plan and initiatives;
- 4.5.4 Oversight of the PNWU Alumni Association's Annual Plan in a manner consistent and supportive of the PNWU Strategic Plan;
- 4.5.5 Be familiar with the programs and activities sponsored, organized, and coordinated by the Alumni Relations and Development offices;
- 4.5.6 Serve as an ambassador and work collaboratively for the University through interactions with the board of trustees, president, deans, students, faculty, staff and its communities;
- 4.5.7 Represent the Alumni Association at PNWU events and encourage attendance from

- colleagues;
- 4.5.8 Identify, cultivate, and recruit Alumni to support areas such as student recruitment, mentoring, preceptoring, event programming, financial support and more;
- 4.5.9 Leverage Alumni talents and resources to benefit PNWU.
- 4.5.10 Strive for contribution as an example to others;
- 4.5.11 Exemplify a history of commitment and support to PNWU;
- 4.5.12 Be in good standing with his/her profession; and
- 4.5.13 Have a desire and passion to serve in this leadership role.

Article V – Meetings

5.1 Place of meetings

- 5.1.1 All meetings will be conducted using Roberts rules of order.
- 5.1.2 There will be at least two meetings held annually, at least one will be in Yakima. These meetings will be scheduled to coordinate with other activities held on campus (such as PNWU Board of Trustees winter meeting or during an Alumni Reunion held during Commencement.) Technology assisted attendance will be accepted.
- 5.1.2 Other meeting sites may vary to Seattle or other cities including venues where AOA holds the OMED meetings.

5.2 Special Meetings

- 5.2.1 A quorum shall consist of more than 50% of the committee.
- 5.2.2 Special meetings may be called by the president of the Alumni Association Executive Committee and will usually be held via conference call aka technology assisted. Notice should be given 30-days in advance and agendas and necessary documents distributed via email at least seven days in advance; more than 50 percent of the Committee must be able to attend to create a quorum.

5.3 Notice of Meetings

- 5.3.1 All regular meetings will be scheduled at least six months in advance and agendas and necessary documents will be distributed via email at least seven days in advance.
- 5.3.2 A quorum of more than 50 percent must be present to conduct business.

5.4 Attendance Requirements

- 5.4.1 Committee attendance is expected at the bi-annual meetings and will be tracked by the Director of Alumni Relations. Requests for excusal from attendance shall be submitted to the president for approval. Technology assisted attendance will be accepted. Two consecutive unexcused absences may constitute review by the officers for continued service on the Alumni Association Committee.

Article VI – Officers

6.1 Officers

- 6.1.1 The following officers of the Alumni Association Committee will be elected at the Committee meeting held in conjunction with alumni reunion weekend and will assume duties and powers following the meeting typically held in May.

Executive Committee roles may consist of:

- A. President

- B. Vice President (President-Elect)
 - C. Secretary/Treasurer
 - D. Past President
 - E. Committee members may consist of:
 - A. A Resident Representative (elected for one (1) year)
 - B. Members representatives from graduated classes (elected for 1 year)
- Staff:
- A. University Alumni Staff (Director of Annual Giving & Alumni and the Alumni Services Coordinator) as ex-officio members without a vote;
 - B. With an open invitation to the PNWU President, Chief Development Officer, PNWU Board Foundation Committee Representative, without a vote.

6.2 Duties and Powers of Officers

- 6.2.1 All officers of the PNWU Alumni Association Committee will provide strategic direction, serve as a liaison between the Alumni and the University, and be responsible for increasing the overall visibility of the Alumni Association.
- 6.2.1.1 President. The president shall preside at all meetings of the Alumni Association Committee. The duties of the president shall include, without limitation, to:
- 6.2.1.1.1 Provide leadership in the governance and management of the Alumni Association;
 - 6.2.1.1.2 Ensure the Committee establishes its objectives and implements plans to achieve them;
 - 6.2.1.1.3 Maintain a management organization that enables the association to achieve its goals;
 - 6.2.1.1.4 Consults with University administration on interests of the Alumni Association Committee and the Alumni;
 - 6.2.1.1.5 Assumes responsibilities as delegated from university leaders and the Alumni Association Committee;
 - 6.2.1.1.6 Perform all duties and have all powers incident to the position of president.
 - 6.2.1.1.7 President-elect/Vice President. In the absence of the president, the president-elect shall preside at all meetings. The president-elect shall perform such other duties as delegated by the president, including input to all meetings agendas.
 - 6.2.1.1.8 Secretary-Treasurer. The Secretary-Treasurer shall be responsible for the overall financial status of the association and is responsible for minutes, correspondence and to report status.
 - 6.2.1.1.9 Immediate Past President. The immediate past president will serve as counsel providing leadership to all officers and directors of the board.
 - 6.2.1.1.10 Class Representatives
 - 6.2.1.1.11 A Resident Representative
 - 6.2.1.1.12 Ex-Officio Members. Members without a vote.

6.3 Resignation and Removal

6.3.1 Any officer may resign by written notice to the president of the Alumni Association Committee. The president may resign by written notice to the Secretary and distributed to entire Committee. Removal from the board may occur if the board officers determine: there is failure to meet eligibility criteria; participation in unethical activities; conflict of interest as indicated in Article VI; or if action is perceived as inappropriate or misrepresentation of PNWU or Alumni Association. The officer will receive one warning – personal phone call from the Alumni president, or vice president – outlining the final warning of expectation to remain an officer, followed by a letter detailing the conversation. If the officer remains non-compliant, a letter will be mailed to notify the director of removal from office and from the Alumni Association Committee. If the misconduct is on the part of the Alumni President, then the Executive Committee officers may reprimand with one warning then with continued infraction recommend a recall vote for the Committee.

6.3.2 Vacancies will be filled per section 4.4 Vacancies.

Article VII – Other

7.1 Conflict of Interest

7.1.1 Disclosure. Any duality of interest or possible conflict of interest on part of any member shall be disclosed to and made a matter of knowledge.

7.2 Article VII – Amendments

7.2.1 These by-laws may be amended or repealed by the PNWU Alumni Association with approval of the PNWU Board of Trustees.

7.2.2 Amendments to these by-laws shall be approved by a 2/3 vote at a regularly called meeting, forwarded to the PNWU Board through the President's Office for approval.

ADOPTION AND APPROVAL

Submitted as adopted by the Alumni Association on August 8, 2017; amended 8/31/2017

PNWU Alumni Association Chair

PNWU Alumni Association Secretary

Keith Petersen, DO

Alainna Simpson, DO

PNWU, President

Keith Watson, DO

Date

The PNWU Alumni Association Bylaws are adopted by the Board of Trustees on _____

PNWU Board of Trustees, Secretary

PNWU Board of Trustees, Chair

Christopher Clark, DO

Heather Phipps, DO