

**NURSING EDUCATION ALUMNI ASSOCIATION
TEACHERS COLLEGE COLUMBIA UNIVERSITY**

BYLAWS

ARTICLE I—NAME

The name of this organization shall be the Nursing Education Alumni Association, Inc., hereinafter known as NEAA.

ARTICLE II—PURPOSE AND OBJECTIVES

Section 1. Purpose

In order to advance the profession of nursing, the NEAA collectively and individually supports Registered Nurses enrolled at Teachers College and the interests of nursing alumni thereof.

Section 2. The functions of the NEAA shall be:

- a. To promote nursing education of the highest quality at Teachers College;
- b. To keep the membership informed about the Nursing activities
- c. To participate in strategies that assist in further development of the Nursing activities and programs
- d. To interpret the Nursing programs at Teachers College to others, particularly prospective students;
- e. To support nursing research initiatives by NEAA members;
- f. To implement the annual Isabel M. Stewart Conference on Research in Nursing;
- g. To promote networking among students, faculty and alumni.
- h. To recognize the achievements of NEAA through induction into the Teachers College Nursing Education Alumni Association Hall of Fame and the annual presentation of the Awards
- i. To preserve and communicate the history of NEAA.

ARTICLE III—MEMBERSHIP

Section 1. Membership in NEAA shall be classified as Active, Associate, Life, Honorary, and Inactive.

Section 2. Active Membership

a. Active membership status shall be conferred on registered nurses or international nursing colleagues who have received a baccalaureate or higher degree at Teachers College and who have paid dues for the current year. Membership shall not be restricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

b. Active members shall have voting privileges, be eligible to hold office, and be eligible to receive alumni achievement awards.

Section 3. Associate Membership

a. Associate membership status shall be conferred on registered nurses (or the equivalent) who have engaged in study or are currently enrolled in a course of studies at Teachers College and who have paid dues for the current year.

b. Associate members shall have voting privileges but shall not be eligible to hold office or receive alumni achievement or research awards.

Section 4. Life Membership (this option is no longer available effective January 31, 1991)

a. Life membership status shall be conferred on individuals who, when the option of a one-time dues payment for lifelong membership was available, selected this membership option and paid the required fee.

b. Life members shall have voting privileges, be eligible to hold office, and be eligible to receive alumni achievement awards.

Section 5. Honorary Membership

a. Honorary membership status shall be awarded, upon approval of the Board of Directors, to individuals who are not eligible for Active or Associate membership, but who have contributed significantly to the Nursing programs/ activities at Teachers College and to NEAA. Honorary members shall hold this status for life.

b. Honorary members shall have voting privileges but shall not be eligible to hold office or receive alumni achievement awards.

Section 6. Inactive Membership

a. Inactive membership status shall be conferred on individuals who have been Active or Associate members in the past but have not paid dues for the current year.

b. Inactive members shall have no voting privileges, nor shall they be eligible to hold office or receive alumni achievement awards for the year(s) when dues are outstanding. Members shall be returned to Active or Associate status when dues are paid for the current year.

Section 7. Membership Responsibilities: All members shall:

- a. Uphold the bylaws of the NEAA
- b. Pay dues as required by NEAA
- c. Fulfill the requirements of an office or committee if elected or appointed, including the obligation to maintain privileged and/or confidential information in an appropriate manner
- d. Communicate NEAA statements or business in an accurate manner.
- e. Avoid statements or actions that tend to injure the reputations of NEAA, disturb its well-being or hamper it in its work.

Section 8 Removal from Office

a. Any elected Board member who does not fulfill their responsibility will be subjected to an investigation by a committee of three (3) NEAA Board members and two (2) non NEAA Board members. The findings and recommendations will be presented to the Board for a final decision. The Board of Directors will vote on the recommendations.

ARTICLE IV—MEMBERSHIP YEAR AND DUES

Section 1. The fiscal year shall be August 1 through July 31.

Section 2. Annual dues shall be set by the Board of Directors.

ARTICLE VI—BOARD OF DIRECTORS

Section 1. Membership

- a. The members of the Board of Directors shall consist of the four (4) elected officers (i.e., the President, Vice President, Secretary, and Treasurer), the four (4) elected Directors, and the elected Chair of the Nominations Committee. There are 9 voting members of the Board.
- b. All members of the Board of Directors shall have full voice and voting privileges.

c. No member may hold more than one office or one Board of Directors position at one time, with the exception of the Treasurer and the Board member who chairs the *Bylaws* Committee

Section 2. Elections/Appointments Vacancies

a. Elections for the Board of Directors shall take place annually by ballot prior to the annual meeting, at which time the results are declared. Elected positions shall be President, Vice President, Treasurer, Secretary, four (4) Directors, and members of the Nominations Committee. In even years, the President, Treasurer, two (2) Directors, and two (2) members of the Nominating Committee shall be elected. In odd years, the Vice President, Secretary, two (2) Directors, and three (3) members of the Nominations Committee shall be elected.

b. The Officers and Directors shall serve for a term of two (2) years or until their successors are elected. Officers and Directors may be elected to a second consecutive term. The term of office shall follow the fiscal year. If a vacancy occurs in any elected Board position, the Board shall appoint an individual to fill the unexpired term. If a vacancy occurs in any appointed Board position, the President, in consultation with the Board, shall make another appointment to full the unexpired term.

Section 3. Meetings/Quorum

a. The Board of Directors shall meet at least two times per year.

b. Special meetings of the Board may be called by the President or upon request of at least five (5) members of the Board.

c. A majority (5 members one of whom shall be the president or vice president) of the Board shall constitute a quorum for meetings thereof.

Section 4. The primary focus of the Board of Directors shall be goal-setting, planning, policy development, corporate sponsorship, as deemed appropriate, and assurance of the continuity of NEAA.

Section 5. The functions of the Board of Directors shall be as follows:

a. To exercise authority over the affairs of NEAA;

b. To approve all awards for Honorary membership in NEAA;

c. To transact necessary business of NEAA between meetings of the membership

d. To make appointments and fill any vacancies on the Board of Directors;

- e. To approve all Research Award, Hall of Fame inductions and all Alumni Achievement Award recipients based on the recommendation of the Awards Committee.
- f. To approve the budget for NEAA and assume fiduciary responsibility for all financial decisions;
- g. To establish Standard Operating Procedures for the committees, and coordination of activities.
- h. Establish financial policies and procedures, adopt the annual budget, submit all books annually to a certified public account for audit, and present an annual financial statement to the membership.
- i. Establish policies and procedures for approving publications and other printed material prior to their distribution
- j. Establish policies and procedure for the nominations and elections
- k. Establish fees for any activity or event sponsored by NEAA.
- l. To invite to meetings a representative of the Nursing programs at Teachers College, who may assist the Board of Directors in meeting NEAA's goals. Such guests shall have voice but no voting privileges at meetings.

Section 6. Executive Committee

- a. The Executive Committee of the Board of Directors shall consist of the President, Vice President, Treasurer, and Secretary.
- b. The Executive Committee shall be empowered to make decisions regarding the affairs of NEAA between meetings of the Board.

ARTICLE VII—SPECIFIC RESPONSIBILITIES OF OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

Section 1. All elected members of the Board of Directors must attend Board meetings. In the event that an elected Board member is unable to attend two (2) consecutive meetings without a valid excuse (i.e., illness or unexpected commitments), the Board of Directors will vote, at the third missed meeting, whether to request that this individual resign from the Board. If the Board votes to request such a resignation, the President shall notify the individual involved of the decision.

Section 2. The duties of each member of the Board of Directors shall be as follows:

a. President: provide leadership and direction in fulfilling the purpose and meeting the objectives of NEAA; preside over meetings of the Board of Directors and the NEAA membership; serve as the liaison between NEAA and Teachers College.

b. Vice President: assume the office of President in the event the President is unable to fulfill her/his responsibilities; serve as liaison to a committee as directed by the Board.

Treasurer: manages the finances of NEAA; prepares and submits an annual budget to the Board of Directors, monitors the budget; assists with the tax preparation by the accountant; work with the bookkeeper to pay Invoices in a timely manner, serves as the liaison between NEAA and the investment firm selected by the Board of Directors; chair the Finance Committee (Treasurer); oversee the solicitation and collection of annual dues, report financial issues/ interests to the Board.

c. Secretary: maintains a written record of meetings of the Board of Directors, the Executive Committee, and the general membership. Circulate the minutes to the Board for review changes before the minutes become finalized.

d. Directors: participate in Board deliberations and decision making; accept special tasks assigned by the President; serve as ex-officio members of an assigned committee; chair the Research or *Bylaws* Committee, as determined by the Board.

e. Chair, Nominations Committee: provides leadership to the committee to insure completion of a slate of candidates for the yearly election; represent the committee at meetings of the Board of Directors; prepare a written report of the election.

ARTICLE VIII—COMMITTEES

Section 1. Standing Committees

a. The following shall constitute the standing committees of NEAA: Awards, Bylaws, Finance, Heritage, Membership, Newsletter and communications with the membership, Nominations, Research, Special Functions, and Stewart Conference.

b. The membership of each committee shall consist of a minimum of three (3) members, or as many as are required to fulfill the responsibilities of that committee.

Section 2. With the exception of the Nominations Committee, which is elected, appointments to standing committees shall be made by the President with approval of the Board. Each appointment shall be for a two year term. Individuals may be reappointed for up to one (1) consecutive year term, unless there is an exception made by the Board.

Section 3. Responsibilities of committee chairs include the following: submit written reports to the Board of Directors; submit an annual report at the end of each year; attend meetings of

the Board when invited; prepare a budget as required for the work of the committee and submit it in a timely fashion for approval and inclusion in the NEAA annual budget.

Section 4. The responsibilities of the standing committees of NEAA are as follows:

- a. *Awards*: recommend recipients for the alumni achievement awards and the R. Louise McManus Medal, based on criteria that have been approved by the Board of Directors; collaborate with the Special Functions Committee to plan the Awards Ceremony. A member of the Board shall serve as an *ex-officio* member of the committee.
- b. *Hall of Fame members can self-nominate or be nominated by a Member.*
- c. *Bylaws*: review the *Bylaws* annually and make recommendations for revisions as needed. A member of the Board of Directors shall chair this committee.
- d. *Finance*: prepares the annual NEAA budget to submit to the Board of Directors for approval and make recommendations about the financial management of NEAA. The Treasurer shall chair this committee and which will have at least two (2) other non NEAA Board members selected by the Board.
- e. *Heritage*: maintain and preserve significant documents and records of NEAA; coordinate activities with the Foundation of New York State Nurses, Inc. archivist. Annually present to the Board a list of documents/artifacts that are being sent to the Foundation for preservation. The NEAA Historian (s), who is appointed by the Board, shall serve on this committee.
- f. *Membership*: promote membership in NEAA; organize the membership renewal process; coordinate with the Treasurer regarding the dues collection process.
- g. *Newsletter*: The newsletter Editor, who is appointed by the Board, shall serve on this committee. The Editor will also send emails to the membership regarding NEAA events and issues, and produce the *Courier*.
- h. *Nominations*: prepare the slate of candidates for the annual election; distribute the ballot to NEAA members; oversee the counting of votes. The Chair shall be the member receiving the highest number of votes.
- i. *Research*: prepare announcements about the award process; review and jury research proposals for the pre and post-doctoral awards, based on criteria that have been approved by the Board; recommend candidates to the Board for approval
- j. *Stewart Conference*: plan the annual Stewart Research Conference; prepare and submit a budget for the Conference; oversee the Conference. When appropriate, collaborate with the Awards Committee to plan the ceremony. A member of the Board of Directors is an *ex-officio* member of this committee.

Section 5. In consultation with the Board of Directors, the President shall appoint special and ad hoc committees as needed.

ARTICLE IX—MEETINGS OF NEAA MEMBERSHIP

Section 1. At least one (1) membership meeting shall be held annually, at a date and time determined by the Board of Directors.

Section 2. Special meetings of the membership may be called at any time by the Board of Directors or upon the written request of at least twenty (20) Active members.

Section 3. At least twenty (20) Active members shall constitute a quorum of any membership meeting of NEAA.

Section 4. All meetings of the NEAA membership shall be presided over by the President or her/his designee.

ARTICLE X—PUBLICATION

NEAA shall publish its newsletter, the *Courier*, at least twice each year. This publication shall contain an account of the affairs of NEAA and items of interest to members.

ARTICLE XI—PARLIAMENTARY AUTHORITY

Robert's Rules of Order-Revised shall govern NEAA in all cases to which they are applicable and in which they are not inconsistent with these *Bylaws*.

ARTICLE XII—AMENDMENTS TO THE *BYLAWS*

a. These *Bylaws* may be amended at any regular meeting of NEAA by a two-thirds vote of members present. Amendments shall be effective immediately, unless otherwise specified.

b. Members shall be notified at least thirty (30) days in advance of the meeting where a vote will be taken that *Bylaws* changes have been proposed.

*Note that “or the equivalent” refers to our international colleagues who hold a nurse credential that is equivalent to registered nurse licensure in the US but has different nomenclature.

Original *Bylaws* approved June 2, 1948

Amendments to the *Bylaws* approved May 16, 1956; April 12, 1961; May 2, 1962; May 15, 1963; May 5, 1965; May 10, 1967; May 16, 1968; May 7, 1970; May 9, 1971; May 4, 1972 (editorial only); April 21, 1979; April 4, 1983; June 1985; June 1987; June 1990; April 23, 1999; September 15, 2005; May 4, 2018