

**VITERBO UNIVERSITY ST. FRANCIS SCHOOL OF NURSING ALUMNAE CHAPTER  
BYLAWS**

**Article I. NAME**

The name of this organization shall be the St. Francis School of Nursing (SFSN) Viterbo University Alumnae Chapter, hereafter referred to as the Chapter.

**Article II. PURPOSE**

This organization shall:

- A. Facilitate networking and relationship building among SFSN alumnae
- B. Facilitate communication with the University and among SFSN alumnae
- C. Collaborate with and support the University Alumni Office

**Article III. MEMBERSHIP**

**Section A.** Membership shall consist of SFSN graduates.

**Article IV. GOVERNANCE**

**Section A.** The SFSN Alumnae Chapter shall be governed by an elected SFSN Alumnae Chapter Board, hereafter referred to as the Board.

**Section B.** Viterbo University Mission: The Viterbo University Community prepares students for faithful service and ethical leadership.

Chapter Mission: To serve as resource to keep in contact with classmates and friends through our annual luncheon meeting, *Strides* alumni magazine and online resources.

**Section C.** The Board shall consist of a minimum of 6 members.

**Section D.** The Board shall conduct all business of the Chapter.

**Section E.** The responsibilities of the Board members are to:

1. support the purpose of the Chapter
2. serve the Chapter as a Board member for three years
3. represent the Chapter at Viterbo University board meetings

**Section F.** Officers

1. President: appointed by the Board for a three-year term; shall preside over all Board meetings, act as chairperson of the Executive Committee, and act as official representative of the Chapter.
2. President-Elect: appointed by the Board for a three-year term; shall assume the duties and obligations of the President in the President's absence.
3. FSPA: appointed by the Board; responsible for FSPA representation in the chapter.

**Section G.** Committees

1. Executive Committee
  - a. Membership: President, President-Elect, FSPA, Ex-Officio: Director of Alumni Relations.
  - b. Responsibilities: Conduct business between Board meetings, plan an overall agenda, and appoint members to fulfill unexpired Board and Executive Committee vacancies.
  - c. The executive committee shall create an agenda for the annual meeting.

**Section H.** Ex-Officio Members

1. Director of Alumni Relations: shall be employed by the University, act as a liaison between the University and its alumni, advise the Board and the Executive Committee, coordinate a central Alumni Office, be responsible as the administrator of alumni relations, and manage the Alumni Office budget.
2. Past President: board advisor.

**Article V. MEETINGS**

**Section A.** Special Meetings

1. Special Board meetings may be called at the discretion of the Executive Committee.

**Section B.** Board Meetings

1. The Board shall meet annually to plan for the annual luncheon meeting unless otherwise notified.
2. The Board shall receive a minimum of one week's notice and an agenda prior to each meeting.
3. Other meetings are at the discretion of the board.
4. The meeting place shall be in the Heritage Room in Viterbo's Nursing building.
5. Board meetings shall be open to all members of the Chapter.

**Section C.**

All voting requires a quorum, which shall be defined as a simple majority of elected Board members present.

**Article VI. BYLAW REVIEW**

Bylaws shall be reviewed by the Board at least every three years commencing with a new president.

**Article VII. AMENDMENTS**

These bylaws may be amended by a unanimous vote of Chapter Board members. A copy of the Amendment(s) shall be made available.

Revised on August 1, 2012.