

Constitution and Bylaws of the University of Oklahoma College of Public Health Alumni Association (COPHAA)

ARTICLE I - NAME

The name of this association shall be:

The University of Oklahoma College of Public Health Alumni Association.

ARTICLE II – MISSION AND GOALS

1. The mission of this Association is to unite College of Public Health Alumni and supporters of the University of Oklahoma College of Public Health in an active organization to contribute to the advancement and excellence of the College of Public Health, the University of Oklahoma Health Sciences Center and the practice of public health.

2. The major goals of the Association:

a. Promote fellowship and networking among College of Public Health alumni and faculty, current College of Public Health students, and others in the public health community.

b. Initiate activities to improve public health education and practice, and to enhance partnerships with the Oklahoma Public Health Association (OPHA), other health professional associations, lay and governmental leaders and groups to this same end.

c. Promote the practice of Public Health in the community.

d. Support the College of Public Health Student Association through a mentorship program.

e. Support the College of Public Health Student Association through a scholarship program.

f. Provide educational opportunities for alumni and the public health community.

ARTICLE III — MEMBERSHIPS

1. Regular Membership

a. Graduates of the OU College of Public Health since 1967 and graduates of the former Department of Preventive Medicine and Public Health, University of Oklahoma College of Medicine prior to 1967.

2. Associate Membership

a. All faculty of the OU College of Public Health who are not eligible for regular membership.

b. A graduate of another public health institution, a public health practitioner, or any other person who indicates a desire to support the University of Oklahoma College of Public Health may be granted associate membership by a majority vote of the Executive Board.

3. Honorary Membership

Supporters, such as other health professionals, outstanding laymen, etc., may be granted honorary membership by the Executive Board (approval requires a majority vote). Associate and Honorary Membership confers all rights and benefits of membership with the exception of voting and holding office.

4. Voting

a. Each Regular member shall be entitled to one vote in the affairs of the Association.

b. All Executive Board Members will have voting privileges in the business and affairs of the Association.

5. Duration of Membership

Regular, associate and honorary membership in the Association will terminate by resignation or death.

ARTICLE IV – GIFTS to the COPH Alumni Association

1. Will be recognized at the donor levels established by the Dean, COPH.

ARTICLE V – GOVERNANCE

1. Governance of this Association shall be the responsibility of the membership, The Executive Board, and standing committees (annual meeting, quarterly alumni meetings, scholarship, nominating, bylaws, membership, awards, mentorship and fundraising) shall perform such duties as are usually associated with the office held, and any additional duties as stated in these bylaws. Standing Committees will not have voting privileges in the business of the Alumni Association.

2. The Executive Board will set the date of the annual meeting.

3. The Executive Board will appoint member(s) to fill unexpired terms on the Board.

ARTICLE VI – EXECUTIVE BOARD

The Executive Board shall manage the day-to-day affairs of the Association and its members shall carry out the duties as set forth in the Constitution and Bylaws. Officers shall be elected in the manner set forth in this Constitution and Bylaws. Terms of office shall be two years.

1. The officers (Executive Board) of this Association shall be a President, Vice-President, Secretary and Dean's Office Representative(s) (non-voting member), Immediate Past-President, and six Members-at-Large; four to represent the four geographical areas (NW, north of I-40, west of I-35; SW, south of I-40, west of I-35; NE, north of I-40, east of I-35; SE, south of I-40, east of I-35) of Oklahoma and two Members-at-Large living outside of Oklahoma.

2. Duties of President

- Preside at all meetings of the Association.
- Ex-Officio member of all committees.
- Communicate and represent the Association on matters that increase the usefulness of the Association.
- Perform other duties as are necessarily incident to the office.
- Approve all expenditures.
- Appoint the chairs of the Standing Committees.

3. Duties of Vice-President

- Perform the duties of the President in his or her absence.
- Responsible for the planning of the annual Alumni meeting.

4. Duties of Secretary

- Take minutes at the Executive Board meetings.
- Conduct correspondence as needed.

5. Duties of the Dean's Office Representative(s)

- Appointed by the Dean of the College of Public Health to manage the financial account of the Public Health Alumni Association.
- Collect and disburse funds.
- Maintain accurate list of all members of the Association; and provide Alumni contact information to each Board member.
- Keep the official records and permanent files of business transactions of the Alumni Association to ensure continuity of the Alumni Association.
- Prepare a monthly and annual financial report.
- Give notice of all meetings of the Association and the Executive Board.
- Update the COPHAA Web Site.
- Coordinate communications between the Dean's Office, faculty, college staff and the Alumni Executive Board.
- Assist the Alumni Executive Board with activities and duties to ensure the success of approved activities.
- Have custody of all monies, pledges, donations, contributions, other funds, securities, and contracts received or taken by or through the Association.
- Shall not make any disbursements, including loans, invest any funds, transfer or dispose of any securities or other property, excepting on the authorization of the Executive Board.

6. Members-at-Large

- Responsible for contacting and maintaining an open line of communication with graduates in their geographical areas and providing feedback to the Executive Board. The Members-at-Large shall have voting privileges in all matters of the Board.

7. Immediate Past President

- Serves as advisor to the Executive Board for a two-year term and provides continuity of purpose.

8. Election of Officers

- All alumni are eligible to hold office.
- Nominations for election to any office of the Executive Board may be made by any Regular member of this Association.
- The Nominating Committee may select Member-at-Large candidates from any geographical area only if no alumnus in the geographical area is willing to run for office. The Nominating Committee will seek candidates

that represent all departments of the College of Public Health and from a variety of disciplines, i.e., public health, hospitals, health professions, etc. The officers shall be elected by a majority vote of the members casting ballots. All Regular members shall be sent a ballot of nominees by May 30th. Terms of office shall be two years from July 1 to June 30. All officers shall serve until their successors are elected and installed.

- The Nominating Committee shall consist of three members. By May 1st a ballot will be prepared by the committee listing candidates and biographical information.
 - a. A staff member from the Dean's office will mail ballots with the biographical information for each candidate to all Regular members by May 30th.
 - b. The completed ballot should be placed in the envelope marked "ballot" and sealed. The marked ballot envelope shall be enclosed in a larger envelope with the member's written signature on the upper left hand corner of the mailing envelope and mailed to the Dean's Office Representative (s) by the designated deadline.
 - c. Ballots without a member's written signature will be disqualified. Three tellers appointed by the President shall count the ballots.

9. A Board member missing 3 consecutive business meetings (except due to illness) will relinquish his/her office immediately. The Executive Board will appoint a replacement to fill the unexpired term of office to allow continued representation.

ARTICLE VII – EX-OFFICIO MEMBERS

Ex-Officio Members of the Executive Board serve in an advisory capacity to the College of Public Health Alumni Association. Members attend meetings as feasible and provide support for all Executive Board decisions related to Alumni functions. Ex-Officio members shall include the Dean of the College of Public Health, an Alumni Historian, a faculty representative, and the current President of the College of Public Health Student Association. Ex-Officio members do not have voting privileges in the business of the Association. The faculty representative and historian serve a one year term and new candidates may be considered at the discretion of the Executive Board.

ARTICLE VIII - FUNDS and FUNDRAISING

1. At the annual meeting the Association shall be informed of the disbursement of the monies collected.
2. Dean's Office Representative(s) shall receive and disburse all funds.
3. The Alumni Association shall conduct at least one fundraising activity each year. The fund raising committee shall submit a plan for an annual activity to the Executive Board by September 1st of each year and upon approval, implement the plan.

ARTICLE IX – MEETINGS

1. There shall be an annual meeting of the members of this Association. The Executive Board will set the date.
2. The Executive Board and Ex-Officio members will meet at least every other month to conduct the affairs of the Association.
3. Rules of parliamentary procedure, according to the last edition of Robert's Rules of Order, shall govern meetings of the Association, unless suspended by a majority vote of the members, or the officers attending an officers' meeting.
4. The Executive Board meeting agenda shall include a report from the Dean or his/her representative at each Executive Board meeting.

ARTICLE X – QUORUM

1. Twenty members shall constitute a quorum for an annual Association meeting.
2. Six voting members shall constitute a quorum for an Executive Board meeting.

ARTICLE XI –AMENDMENTS

1. These bylaws may be amended by the majority vote of regular members responding.
2. Members will be given 30 days to review and vote for the Constitution and Bylaw revision(s).