

**University of Maryland School of Pharmacy
Alumni Association By-Laws**

Preamble

For the purpose of promoting an earnest interest in their Alma Mater and of cultivating a feeling of fraternal and friendly fellowship among themselves, and to stimulate the graduates and students of the University of Maryland School of Pharmacy to the attainment of superior scholarship, the Alumni of this school have formed an Association for the government of which they have adopted the following Constitution and By-laws.

Article I-Name

The Association shall be known as the Alumni Association of the University of Maryland School of Pharmacy. The Association is an Internal Alumni Association, recognized by the Board of Regents of the University of Maryland System, pursuant to its Policy IX-4.00 (Approved August 27, 1993). The principal office of the Association is 660 Redwood Street, Room 021, Baltimore, MD 21201.

Article II-Mission

The mission of the Alumni Association of the University of Maryland School of Pharmacy is to foster open communications, social interactions, and a sense of pride for the purpose of strengthening and enhancing the Alumni and the School of Pharmacy. In addition, the Association has the purposes set forth in the University of Maryland, Baltimore (UMB) Policy and Procedures Concerning Alumni Associations.

Article III-Membership

The membership shall be composed of active and honorary alumni.

Section 1. Active Membership

Any graduate of the University of Maryland School of Pharmacy shall be eligible for active membership in this Association.

Section 2. Associate Membership

Persons not graduates of the University of Maryland School of Pharmacy who are interested in the profession of pharmacy such as manufacturers, faculty, or others associated with pharmacy, may be proposed to the Executive Committee for associate membership. Upon approval by a majority of members of the Executive Committee, the candidates shall be presented for the consideration of the members at a general meeting of the Association. Two-thirds (2/3) of the members present at the meeting at which such persons are proposed by the Executive Committee shall be necessary for election of an associate member. Associate members shall be entitled to all the privileges of the Association except the right to vote and hold executive office.

Section 3. Honorary Alumni

Persons who are not graduates of the University of Maryland School of Pharmacy and who have won distinction through their service to the Alumni Association and/or School of Pharmacy may be proposed for the distinction of Honorary Alumnus by the Executive Committee. The votes of two-thirds (2/3) of the members present at a general meeting of the Association at which such persons are proposed, shall be necessary for the election of an Honorary Alumnus. Honorary Alumni may be elected to the Executive Committee; however, they may not hold Executive Office.

Section 4. Ex-Officio Members

The School's Assistant Director of Annual Giving and Alumni Affairs, Executive Director of Development and Alumni Affairs and Dean of the University of Maryland School of Pharmacy shall be ex-officio members of the Association and its Executive Committee. Ex-officio members shall not have the right to vote or hold executive office.

Article IV-Fiscal Year

The fiscal year of the Association shall be from July 1 to June 30 of each year.

Article V- School Alumni Administrator

The School's Executive Director of Development and Alumni Relations has overall responsibility of overseeing the business and fiscal affairs and activities of the Association, and the development of alumni programs consistent with State and University policies. The School's Assistant Director of Annual Giving and Alumni Affairs shall maintain alumni and Association records and files of Association activities as well as be the point person for daily operations and special events.

Article VI-Officers

The officers of the Association shall be the President, the President-Elect, the Vice-President and the Treasurer. The Executive Committee may designate Honorary and Emeritus Officers who will be subject to confirmation and election at the Annual Business Meeting.

Section 1. Election of Officers

Officers shall be elected at the Annual Business Meeting of the Association, following the report of the Nomination Committee. They shall hold office for a two-year term. The Treasurer may seek re-election after completion of their 2-year term. In case of resignation, removal or death of an officer, the Executive Committee shall elect a successor for the un-expired term.

Section 2. Duties of Officers

- A.) The President shall be responsible for the administration of the business of the Association, shall appoint the chairpersons of all standing committees, and shall serve as ex-officio member of all committees, except the Nominating Committee. He/she shall present a report of the accomplishments of the Association during his/her term in office at the Annual Business Meeting. This report shall give information regarding the Association's conditions and prospects and offer suggestions for its future work and government. He/she shall represent the Association at UMB and/or public affairs requiring alumni representation when called upon to do so, or designate a representative to act in this capacity. He/she shall perform all the duties normally pertinent to the office and duties of President.
- B.) The President-Elect shall assume the duties of the President in the event of his/her absence and shall serve as Chair of the Nominating Committee and Memorials Committee. The President-Elect will become the President after completion of their two-year term as President-Elect.
- C.) The Vice-President shall assume the duties of the President-elect in the event of his/her absence. The Vice-President will become the president-Elect after completing their two-year term as Vice-President.
- D.) The Treasurer shall work closely with the School Alumni Administrator, the Association and the accountant of the UMB affiliated Foundation in overseeing Association accounts with UMB and the Foundation, in receiving funds to the Association and in disbursing Association funds from the Association's UMB account and foundation account. All of these functions are subject to oversight from the Association Executive Committee and in accordance with [as applicable]:
- (i) UMB policies and procedures on disbursement of University funds;
 - (ii) policies and procedures of the UMB affiliated Foundation; and
 - (iii) State procurement law.
- All Association accounts will require the written approval of the Treasurer or President and the School Alumni Administrator. The Treasurer shall keep the financial records and accounts of the Association, in coordination with the School Alumni Administrator. He/she shall make a regular report of the financial status of the Association's accounts at the Association's general meetings, the Association's annual meeting, at Executive Committee meetings and as necessary. He/She shall submit the books and accounts of the Association to the Audit and Finance Committee for audit as soon as practical after the close of the fiscal year.

Article VII -Executive Committee

The Executive Committee shall manage the property and activities of the Association. The Executive Committee shall be composed of the Association's Officers, the immediate Past President, and at least four members elected at the Annual Business Meeting. The Executive Committee shall be the governing body of the Association and shall have and be entitled to exercise all of the powers of the Association not in conflict with the Law of the State of Maryland or the United States of America. In case of resignation, removal or death of any member of the Executive Committee, the vacancy shall be filled by the remaining members of the Executive Committee and the new committee member shall hold office until the election of his/her successor. The Executive Committee shall authorize the expenditure of funds belonging to the Association subject to applicable UMB policies and procedures on disbursement of UMB funds, State procurement law and policies and procedure of the UMB-affiliated foundation.

Article VIII-Meetings

Section 1. Executive Committee Meetings

Executive Committee meetings shall be held at least every other month from August through May at a time and place designated by the President. Any Executive Committee member may be removed from the Executive Committee due to absenteeism of more than 50% of the scheduled meetings by a majority vote of the Committee members. Officers, the Executive Committee, Past-Presidents and any other interested member of the Association will receive written notice of all meetings. At Executive Committee meetings, the following order of business will be observed:

- 1.) Call to Order
- 2.) Approval of previous meeting minutes
- 3.) President's Report
- 4.) Treasurer's Report
- 5.) Committee Reports
- 6.) Old Business
- 7.) New Business
- 8.) Good and Welfare
- 9.) Adjournment

Four (4) members of the Executive Committee shall constitute a quorum. Only members of the Executive Committee shall have voting privileges at an Executive Committee meeting. All interested persons in attendance have full privilege of debate.

Section 2. Special Meetings

Special meetings may be called by the President or by petition of ten active members. At special meetings, the Association shall conduct only that business for which the special meeting was called and the following order of business will be observed:

- 1.) Call to Order
- 2.) Statement of purpose for meeting by the presiding officer
- 3.) Special Business
- 4.) Adjournment

Six (6) members of the Executive Committee or fifteen (15) active members shall be required for a quorum of a Special Meeting. All members present at the meeting shall have voting privilege at the Special Meeting.

Section 3. Annual Business Meeting

The last Executive Committee meeting prior to the Graduation Banquet shall be designated the Annual Business Meeting to which all alumni of the University of Maryland School of Pharmacy and all members of the Association are invited. This meeting will be scheduled in April of each year. Written notice of the meeting is required to all active members at least fifteen (15) days prior to the meeting. In addition, announcement of this meeting will be posted on the Association's web site. The order of business shall be:

- 1.) Call to Order
- 2.) Approval of previous meeting minutes
- 3.) President's Annual Address
- 4.) Treasurer's Report
- 5.) Standing Committee Reports
- 6.) Old Business
- 7.) New Business
- 8.) Budget Presentation
- 9.) Good and Welfare
- 10.) Nomination and election of Officers and Executive committee for the ensuing year. This is done every other year due to two-year officer and executive terms.
- 11.) Adjournment

Fifteen (15) active members shall constitute a quorum at the Annual Business Meeting. All members present shall have voting privileges at the Annual Business Meeting.

Article IX-Committees

Section 1. Standing Committees

- A) The Nominating Committee shall present :
- a. A slate of officers and Executive Committee members on odd numbered years during the Annual Business Meeting
 - b. A selection for the Honorary President of the Association on odd numbered years during the Annual Business Meeting
 - c. Selections for Honored and/or Honorary Alumnus of the Association every year. Nominations for this prestigious honor shall be requested from the general membership throughout the year with the final selection to be made by mid-September of each year to allow for announcement and planning for presentation at the Gifts of Time Reception held each October.

This committee shall be composed of the President Elect and two Alumni Association members that are selected by the President...

- B) The Audit and Finance Committee - shall audit the Treasurer's books and accounts as soon as practical after the close of the fiscal year of the Association and then report to the next regularly scheduled meeting of the Association. This committee shall be composed

of the President, School Alumni Administrator as well as two Alumni Association members selected by the President.

- C) The Memorial Committee - shall maintain the purposes of memorial funds and determine their use with the Executive Board's approval. This committee will prepare a suitable obituary of the deceased members and report a list of those members at the Annual Business Meeting. This committee shall be composed of the President-elect, Treasurer and at least two (2) other active members }
- D) The Scholarship Committee - shall consist of the Associate Dean of Student Affairs and the Chair of the Committee who is selected by the President Executive Director or Alumni Administrator. This committee shall receive applications for financial assistance from applicants to the Professional program at the University of Maryland School of Pharmacy, review all data submitted and award grants in accordance with established guidelines.
- E) The Honored Alumnus Award Committee – shall consist of (5) members, two (2) of whom should be from the Executive Committee. This committee shall receive applications recommendations from the recipients of the Award from the Association's membership, review all data submitted and present a candidate to the Executive Committee for its acceptance.

Section 2. Special Committees

The President will appoint all special committees that are from time to time deemed necessary.

Article X-Fiscal Affairs

Section 1

The Association may maintain a monetary account within UMB and/or the UMB-affiliated foundation. The Association may not open private bank accounts in the name of UMB, the School of the Association. Accounts shall be maintained and funds disbursed in accordance with applicable UMB or Foundation policies and procedures. All Association accounts will require the written approval of the Treasurer or President and the School Alumni Administrator.

Section 2

All contracts and payments by UB relating to the Association Business and activities shall be in accordance with UMB policies and procedures and State procurement law. All contracts and payments by the foundation relating to Association business or activities shall be in accordance with UMB policies and procedures. The School Alumni Administrator shall be responsible for ensuring that the Association follows, as applicable, procurement law, UMB policies and procedures relating to contracts or payments and foundation policies and procedures relating to contracts and payments.

Article XI-Fund Raising and Gifts

Members of the Association are encouraged to support the UMB-affiliated foundation in fundraising efforts for the benefit of the School. All gifts and other revenues (i.e., grant funding) generated by the Association and payable to UMB, the School or the Association are to be held

within the Association's University State account. All gifts and other revenues generated by the Association and payable to The UMB Foundation, Inc. are to be held within the Association's foundation account.

Article XII-Parliamentary Authority

When no provisions are made within this Constitution or the By-laws of the Association, Robert's Rules of Order, newly revised, shall prevail.

Article XIII-Amendments

This Constitution and By-laws may be amended by a two-thirds (2/3) vote of the members present at the Annual Business meeting of the Association, provided that notice in writing is sent to all voting members at least fifteen (15) days prior to the meeting. The Dean shall review all changes and amendments to the By-laws to assure that they are in compliance with the Board of Regents Policy and all UMB policies and procedures.

Revised September 19, 2006