

University of Florida

**Health Administration
Alumni Organization**

Constitution and By-Laws

**Adopted January 2000
Amended October 7, 2002
Amended April 10, 2007**

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the University of Florida Health Administration Alumni Organization.

ARTICLE II. PURPOSES

The purposes of the Alumni Organization shall be:

1. To promote collaboration, understanding, and fellowship among the members.
2. To promote and to support the University of Florida Graduate Program in Health Administration.
3. To encourage and assist in the training and placement of qualified people for the field of health administration.
4. To support the advancement of knowledge and techniques in the field of health administration.
5. To perform such other charitable and educational purposes as shall be consistent with the purposes hereinbefore described, and to receive and administer assets exclusively for charitable and educational purposes, no part of the earnings of which shall inure to the benefit of any private individual.

ARTICLE III. MEMBERSHIP

The membership categories of the Alumni Organization shall be:

1. Active
2. Honorary
3. Emeritus

ARTICLE IV. OFFICERS

The Officers of the Alumni Organization shall serve for a two-year term, with no limit on the number of terms, and shall be:

1. President
2. Vice President
3. Secretary-Treasurer

ARTICLE V. BOARD OF DIRECTORS

The Board of Directors shall have ten members: the three Officers of the Alumni Organization six additional elected members, and the Program Director of the Department of Health Services Research, Management, and Policy who will be a voting, ex-officio Member. Newly elected members of the Board of Directors shall serve for two-year terms. Biennially, the current Board of Directors will appoint a Nominating Committee to select a slate of candidates, in accordance with the Alumni Organization Constitution and By-Laws.

ARTICLE VI. DUES

Annual dues will not be collected from the Members of the Alumni Organization.

ARTICLE VII. PRINCIPAL OFFICE

SECTION 1. The principal offices of the Alumni Organization shall be located in the offices of the Department of Health Services Research, Management, and Policy at the University of Florida. Current address:

University of Florida
College of Public Health and Health Professions
Department of Health Services Research, Management, and Policy
P.O. Box 100195
Gainesville, FL 32610-0195

SECTION 2. All notices and correspondence to the Alumni Organization shall be sent to the Chair of the Department of Health Services Research, Management, and Policy at the University of Florida.

ARTICLE VIII. AMENDMENTS

The Constitution of the Alumni Organization may be altered or amended by the Board of Directors, provided that the proposed changes are approved by at least six of the ten members of the Board.

BY-LAWS

ARTICLE I. MEMBERSHIP

SECTION 1. Active Membership shall include all individuals who have been awarded degrees by the University of Florida Graduate Program in Health Administration. Only Active Members of the Alumni Organization may hold office or vote in the election of the Board of Directors.

SECTION 2. Honorary Membership may be conferred upon any individual who has evidenced unusual interest in the University of Florida Graduate Program in Health Administration, or who has made substantial contributions in the field of health administration or the general field of health care. Honorary Members must be nominated by the Program Director of the Department of Health Services Research, Management, and Policy or by at least one Active Member of the Alumni Organization. Such membership must be approved by a majority vote of the Board of Directors. Honorary Members do not pay dues and have none of the rights of Active Members. Honorary Members may be appointed to serve in an advisory capacity on standing or special committees, although they shall have no vote on such committees.

SECTION 3. Emeritus Membership shall include individuals who have been Active Members of the Alumni Organization and who have permanently retired from professional work. These individuals must request Emeritus Membership. Such membership must be approved by a majority vote of the Board of Directors. Emeritus Members have none of the rights of Active Members. Emeritus Members may be appointed to serve in an advisory capacity on standing or special committees, although they shall have no vote on such committees.

ARTICLE II. MEETINGS

SECTION 1. The Board of Directors of the Alumni Organization shall meet at least one time each year.

SECTION 2. Special meetings of the Alumni Organization Board may be called upon the order of the President or any two members of the Board of Directors. The Secretary-Treasurer of the Organization shall notify all Board Members of such special meetings in the same manner as for Annual Meetings.

SECTION 3. At all meetings of the Board of Directors of the Alumni Organization, five Directors then in office and in good standing as Members of the Organization shall constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.

SECTION 4. Members of the Board of Directors may participate in a meeting of the Board of Directors by a conference call or similar telecommunications means by which all persons participating in the meeting may hear each other.

SECTION 5. Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting, without prior notice, and without a vote, if, before or after the action, all Directors or committee members consent thereto in writing. The written consent shall be filed with the minutes or proceedings of the Board of Directors or committee. Such consent shall have the same effect as a vote of the Board or committee for all purposes.

ARTICLE III. ELECTION OF OFFICERS

SECTION 1. Biennially the current Board of Directors shall elect the Officers for subsequent two-year terms, with no limit on the number of terms. Officers must be elected by a majority vote of the entire Board of Directors.

SECTION 2. Officers shall begin their terms of office at the beginning of the University of Florida fiscal year, which runs from July 1 to June 30.

ARTICLE IV. DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of the Alumni Organization and at all meetings of the Board of Directors. The President shall appoint all committees and shall be a voting, ex-officio member on all committees. The President shall perform such other duties as usually pertain to the office.

SECTION 2. The Vice President shall assume the duties of the President in his/her absence or disability.

SECTION 3. The Secretary-Treasurer shall: (a) keep minutes of the proceedings of the Organization and the Board of Directors and make an accurate and proper record of same; (b) be responsible for sending out notices and other written communications of the Organization; (c) be responsible for the supervision of financial affairs of the Organization under the authority of the Board of Directors; and (d) present to the Board of Directors and the Organization a report of the financial operation of the Organization at the end of each fiscal year, which runs from July 1 to June 30.

ARTICLE V. ELECTION OF BOARD OF DIRECTORS

SECTION 1. Biennially the current Board of Directors of the Alumni Organization shall appoint a Nominating Committee to select a slate of candidates for election to the Board of Directors. The Nominating Committee shall consist of: the President of the Alumni Organization, one other member of the Board of Directors, at least two Active Members of the Organization who are not members of the Board of Directors, and the Program Director of the Department of Health Services Research, Management, and Policy as a voting, ex-officio Member.

SECTION 2. The Nominating Committee is responsible for identifying a slate of candidates from the Active Members of the Organization who are willing to serve on the Board of Directors. Preferably, the slate should include candidates across the range of graduation years to provide a cross-section of the Organization membership.

SECTION 3. The Secretary-Treasurer of the Organization shall distribute a secret ballot to each Active Member at the address listed on the membership rolls at least thirty days prior to the end of the fiscal year (which runs from July 1 to June 30). The ballot shall contain the names of and a brief bio for each of the candidates for election to the Board of Directors, and space for a write-in vote. Ballots must be returned to the President for counting at least one week prior to the end of the fiscal year.

SECTION 4. The secret ballot in each election shall allow each Active Member to vote for as many candidates as there are open positions on the Board of Directors. Upon receiving the returned ballots, the President shall count the votes for each candidate and rank order the candidates from most to least votes received. The open positions on the Board of Directors shall then be filled from the rank ordering from most to least votes received until all positions are filled.

SECTION 5. The members of the Board of Directors shall begin their terms of office at the beginning of the fiscal year, which runs from July 1 to June 30.

ARTICLE VI. DUTIES OF BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall exercise all the rights and privileges of the Alumni Organization in the conduct of its business except herein or hereafter reserved by the Organization to itself.

SECTION 2. In the event of a vacancy between election periods of any elective office, the Board of Directors may fill such office for the unexpired term.

SECTION 3. The revenues and expenses of the Alumni Organization shall be under the control of the Board of Directors and it shall be the duty of the Board to safeguard the funds of the Organization. The books of the Organization shall be available for examination by an Active Member at all meetings of the Board of Directors and at other reasonable times and places.

ARTICLE VII. COMMITTEES

SECTION 1. The Alumni Organization shall have the following standing committee: Executive Committee. The Executive Committee shall consist of the President, Vice President, and Secretary-Treasurer, with the Program Director of the Department of Health Services Research, Management, and Policy serving as a voting, ex-officio member. The Executive Committee shall have the following duties and responsibilities:

1. Conduct the affairs of the Alumni Organization and permit the Officers to take action between meetings of the Board of Directors as necessary, except for the limits reserved by the Organization or Board of Directors.
2. Serve as the Credentials Committee for the appointment of Honorary Members, and Emeritus Members.

SECTION 2. The President shall appoint from time to time such special committees as are deemed necessary. These committees shall be dissolved when the purpose for which they were appointed has been completed.

ARTICLE VIII. DUES

There will be no annual fee for dues for any Active, Honorary, or Emeritus Member.

ARTICLE IX. AMENDMENTS

These By-Laws are adopted in pursuance of the Constitution adopted on the same date herewith, and they may be amended in the same manner as the Constitution of the Organization.

ARTICLE X. CHARTER MEMBERS

Charter members of the Alumni Organization, formerly known as the Graduate Program in Health Administration and the Hospital Administration Alumni Association are: Ronald R. Aldrich, E. Chandler Bramlett, John R. Hudson, Robert C. Milliken, Jerome P. Rysticken, and Lawrence E. Thompson.

ARTICLE XI. LIFE MEMBERS

Life Members of the Alumni Organization are Members that have made “Life” contributions to the Alumni Organization, formerly known as the Graduate Program in Health Administration Alumni Association. Life Members are as follows: Ronald R. Aldrich, Ursula E. Baum, Joseph M. Catania, Roger L. Shaul, Jr., Hilary M. Unell, Brian H. Unell, John D. Brandeburg, David B. Hall, Ana A. Lopez-Blazquez, Kim Streit, and Jerry Senne.