

2014

CDM Alumni Society Bylaws

CONSTITUENT OF NSU ALUMNI ASSOCIATION

Approved October 17, 2015

NOVA SOUTHEASTERN UNIVERSITY | 3200 S. University Dr., Fort Lauderdale, FL 33328

College of Dental Medicine Alumni Society Bylaws

ARTICLE I. NAME

The name of this organization shall be the Nova Southeastern University College of Dental Medicine Alumni Society. (Herein after referred to as the Society), a constituent of Nova Southeastern Alumni Association

ARTICLE II. MISSION

The mission of the Society is to advance the mission and promote the College of Dental Medicine; to provide useful services and resources to advance dental education; to promote collegial interactions among all members of the Society; and to promote Nova Southeastern University.

The Society plans to accomplish this by:

- developing a collegial network of Dental Medicine Alumni;
- promoting member involvement in the College of Dental Medicine development programs;
- offering continuing professional development programs and interest for alumni;
- establishing meaningful roles for alumni volunteers;
- involving alumni in student recruitment, mentoring, and placement programs; and
- maintaining communication between the School of Dental Medicine and its alumni.

ARTICLE III. MEMBERSHIP

SECTION 1. There shall be three general classes of membership.

A. ACTIVE Members

These members shall consist of graduates of the Nova Southeastern University College of Dental Medicine. This class shall include all degree programs of the College of Dental Medicine as well as certificate programs including graduate/specialty residency programs. Affinity groups within the Society shall hereinafter be known by the name of the group followed by the word "Council."

B. ASSOCIATE Members

These members may consist of:

1. the Dental Medicine student body;
2. Graduate/Specialty Residency Program students;
3. Graduates of other Dental Schools who wish to affiliate with the College of Dental Medicine. Candidates must be recommended by the Executive Committee to the Dean of the CDM for approval.

C. HONORARY MEMBERS

These members shall consist of persons elected for their outstanding contribution to dentistry and/or the Society, and who may be affirmed at any stated meeting of the Society by a two-thirds (2/3) majority of active members present.

SECTION 2. All active members shall be entitled to all the rights and privileges and be subject to the duties and responsibilities of full membership. Associate and Honorary members shall not be eligible to vote in the Dental Medicine Alumni Society elections nor be permitted to stand for election as an officer in the Society.

ARTICLE IV. EXECUTIVE OFFICERS

SECTION 1. President

The President shall be elected for a two year term. The President shall have the following duties and responsibilities:

- A. chair and set the agenda for all regular and special meetings of the Society (including Executive Committee and Board of Directors meetings);
- B. delegate any duties (not responsibilities) which he/she feels appropriate;
- C. establish any ad-hoc committees which he/she feels necessary to carry out the Society's purpose;
- D. appoint all committee chairpersons, serve as an ex- officio member of all committees;
- E. serve as College of Dental Medicine Alumni Society representative on the Nova Southeastern University Alumni Association Board of Directors or appoint a representative.

SECTION 2. Vice President

The Vice-President shall be elected for a two year term. The Vice-President, shall have the following duties and responsibilities:

- A. assist the President and the Society in the proper and orderly conduct of matters related to dentist members of the Society;
- B. discharge the duties of the President when the President is unable or unwilling to do so;
- C. chair all regular and special meetings of the Society (including Executive Committee and Board of Directors meetings) in the President's absence;
- D. assume such other duties and responsibilities as the President deems appropriate;
- E. chair the Alumni Reunion/Relations, Events Committee; and
- F. co-chair the Awards Committee

SECTION 3. SECRETARY/TREASURER

The Secretary/Treasurer shall be elected for a two year term. The Secretary shall have the following duties and responsibilities:

- A. keep accurate minutes and attendance records of proceedings of all meeting of the Society, the Executive Committee, and the Board of Directors;
- B. be responsible for all Society correspondence at the President's discretion; and
- C. assume such other duties and responsibilities as the President deems appropriate.

SECTION 4. IMMEDIATE PAST PRESIDENT

The Immediate Past-President shall chair the Nominating Committee and serve as an advisor to the President, and may also serve as Parliamentarian to the Society.

SECTION 5. VACANCIES

Except as herein provided, the vacancy of any Officer or Director shall be filled by appointment by the President of the Society. Any Officer or Member serving by appointment of the President to fill a vacancy shall serve the balance of the term of the Officer or Director for whom he/she is a replacement.

ARTICLE V. EXECUTIVE COMMITTEE & BOARD OF DIRECTORS

SECTION 1. EXECUTIVE COMMITTEE

The President, Immediate Past-President, Vice-President, Secretary, the Dean of the School of Dental Medicine (ex-officio), the Assistant Dean (ex-officio), the Director, and the Coordinator, College of Dental Medicine Alumni Relations (ex-officio), shall be collectively known as the Executive Committee.

SECTION 2. BOARD OF DIRECTORS MEMBERSHIP

The Board of Directors shall consist of no more than twenty (20) members. The Executive Committee of this Society will approve all appointments to its Board of Directors.

The purpose of Dental Alumni Society Board of Directors shall be to provide leadership necessary to advance the Dental Alumni Society and the members it serves; to act as a role model for annual giving; to provide counsel for the Dean and act as ambassadors for the College. Board members encourage others to join them in their support of the dental school. The board organizes its work around four standing committees: Nominating, Alumni Society Engagement, Alumni Giving and Leadership Gifts, and Awards and Honors.

The Board of Directors shall be composed of Active Members recommended by the Nominating Committee. Active Members shall be required to attend at least one regularly scheduled board meeting and an additional alumni activity. All members of the Board of Directors must be current donors to the College of Dental Medicine in the form of monetary donations or College of Dental Medicine support activities, (i.e. class lectures, clinical supervision of students, contribution of continuing education courses, clinical and laboratory workshops or student advising).

Those not fulfilling both the attendance requirement and the donor requirement will be removed from the Board.

The term of office for Board Members will be for three (3) years and if a member resigns, retires, or is removed from office, a new member will be appointed by the President to complete the term of office. Members are eligible to serve three (3) consecutive, three (3) year terms.

SECTION 3. LIFE MEMBERS

Life Members of the Board of Directors shall be those members who have served as President of the Society or who have served on the Board of Directors for nine (9) years. These life members are non-voting, but are encouraged to attend the meetings as advisers and consultants. Life members may return to active board membership after a two (2) year hiatus.

SECTION 4. CONFLICT OF INTEREST

The Society shall not be precluded from conducting business with any partnership, firm or company with which one or more Members are associated, provided any business relationship is established and maintained on an arm's length basis. Each Member shall disclose in advance of a vote any actual or potential conflict between the Member's personal interest and his/her duty to the Society. Any Member deemed by the Board to be disqualified because of an actual or apparent conflict of interest on any matter shall not vote or use his/her personal influence on the matter. The minutes of the meeting shall reflect that a disclosure was made, the abstention from the voting and the effect on the quorum.

ARTICLE VI. COMMITTEES

SECTION 1. All Standing Committees of the Society shall be composed of a minimum of three (3) members, appointed by the President. In addition, ad-hoc committees may be appointed by the President as needed.

SECTION 2. The Standing Committees shall be as follows:

- A. Nominating Committee
- B. Alumni Engagement Committee
- C. Alumni Giving and Leadership Gifts
- D. Awards and Honors Committee

SECTION 3. The duties of the Standing Committees shall be as follows:

- A. The Nominating Committee shall be chaired by the most available Immediate Past President. It is the duty of this committee to propose a slate of officers annually at least thirty (30) days prior to the election meeting and to recommend to the Executive Committee persons to fill vacancies on the Board of Directors.
- B. The Alumni Engagement Committee shall be chaired by the Vice-President and will assist with the planning of Dental Alumni Reunions and Events, and developing programs to enhance Alumni Relations.

C. The Honors and Awards Committee shall be chaired by the Vice-President and shall meet to consider and recommend those individuals deemed worthy of recognition for activities of the College of Dental Medicine alumni.

The Awards and Honor Committee shall consist of six members:

1. Chair as indicated above
2. A representative of the faculty/staff of the school
3. President of the Dental Alumni Society
4. A previous recipient of the award
5. The Assistant Dean, and/or Coordinator of Professional Development
6. The role of the Dental Alumni Society Board of Directors will include recognizing and celebrating the activities of the NSU College of Dental Medicine alumni. Listed below are the various levels of alumni recognition and their criteria for recognition. These awards will be presented at appropriate venues to celebrate their accomplishments.

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Distinguished Alumni Award

The nominee must hold a position of distinction in dentistry with a demonstrated history of success in his or her field and to community service. He or she must have proven and demonstrated loyalty to the University and to the College of Dental Medicine. The nominee must also be a recognized civic leader who displays extraordinary service and a commitment to serving others. All alumni with more than 10 years of professional experience are eligible for the Distinguished Alumni Award. The selection of the award is made by the College Alumni Society with advice from an ad hoc awards committee. The Awardee shall be recognized at the NSU Celebration of Excellence and the CDM Annual Recognition Dinner.

Distinguished Dental Specialty Alumni Awards

Each post-graduate program shall select a distinguished alumni that has demonstrated history of success in his or her field and be of interest to the University and/or the College for their past service and/or support. Departments (chairs, program directors and faculty) are given latitude to select their department recipients using numerous resources including the advice and input from the College Alumni Society, the Dean's Office, and an alumnus/alumna familiar with the candidates. Final selection of the Department Award is made by each department, while the selection of the other awards is made by the College Alumni Society with advice from an ad hoc awards committee. All alumni with 5 years of professional experience are eligible for the Distinguished Specialty Alumni Award. The Awardee shall be recognized at the CDM Annual Recognition Dinner.

Award of Merit

The nominee must be an alumnus of NSU College of Dental Medicine who graduated no longer than 10 years earlier than the year of recognition. The nominee should have already demonstrated notable success in a career related to dentistry, and should be supportive of NSU and the College. The selection of the award is made by the College Alumni Society with advice from an ad hoc awards committee. The Awardee shall be recognized at the NSU Celebration of Excellence and the CDM Annual Recognition Dinner.

Student Leadership Award

The Student Leadership Award annually recognizes a dental student and 1 post-graduate student for his/her accomplishments and contributions and/or service to the College and/or Nova Southeastern University. Students are recognized for, among others, their research, presentations at conferences and seminars, service, and other school and/or University committees. The Student Leadership Award is the School's highest designated award for students. All current students of the College who took an active role are eligible for the Student Leadership Award.

Friend of CDM Award

The nominee is an individual or business who has been a friend and supporter of the NSU College of Dental Medicine and/or the CDM Alumni Society. The nominee will not be an alumnus of the College of Dental Medicine. Final selection of the Friend of CDM Award is made by the CDM Alumni Society Board of Directors with advice from an ad-hoc awards committee using numerous resources including the advice and input from the Dean's Office, and an alumnus/alumna familiar with the candidates. The Awardee shall be recognized at the Annual Alumni & Friends Weekend.

ARTICLE VII. MEETINGS

SECTION 1. The Annual Meeting of the membership and the election of officers shall be held in conjunction with the Alumni & Friends Weekend in the Winter of each year. Four (4) weeks' notice of such meetings shall be given to the membership in writing by the Secretary of the Society or his/her designee. Fifteen (15) members of the Society shall constitute a quorum for the transaction of business. (Note the exceptions for voting as described in Article III, Section 2.)

SECTION 2. A minimum of two (2) meetings of the Board of Directors will be held yearly. Four (4) weeks' notice of such meetings shall be given to members for the Board in writing by the Secretary of the Society or his/her designee. Ten (10) members of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 3. Meetings of the Executive Committee will be scheduled prior to each of the three (3) meetings of the Board of Directors. Reasonable and timely notice for such meetings shall be given. Three (3) members of the Executive Committee shall constitute a quorum for the transaction of business.

SECTION 4. Other meetings of the Board of Directors of the College of Dental Medicine Alumni Society may be called at any time by the President or, upon the written request of three (3) active members of the Board of Directors, to the President; the matters of the business to come before such meetings shall be given at least seven (7) days prior to any such meeting.

SECTION 5. Rules of Order: The rules of procedure at meetings of the Society shall be those set forth in Sturgis Standard Code of Parliamentary Procedure (the most recent edition a copy of which will be available) unless otherwise provided in these Bylaws.

ARTICLE VIII. EXECUTIVE DIRECTOR, ALUMNI RELATIONS

The Assistant Dean, Professional Development shall serve as the Executive Director of the College of Dental Medicine Alumni Society. The Executive Director shall be responsible for the conduct of daily and routine business for the Society in accordance with the policies and procedures described by the College of Dental Medicine Alumni Society, and collaborate with NSU Advancement Office in identifying and nurturing potential donors, both alumni and corporate. The Executive Director shall keep a true and faithful record of all proceedings of the College of Dental Medicine Alumni Society, and shall be the custodian of all the books, papers, records, and reports of the Society. The Executive Director shall serve as the liaison between the University, the College of Dental Medicine and the College of Dental Medicine Alumni Society.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended by the two-thirds (2/3) vote of the voting members of the School of Dental Medicine Alumni Board of Directors at any regular or special meeting, provided twenty-one (21) days' notice of the proposed amendment shall have been given to the members in writing. The twenty-one (21) days' notice provision may be waived by a two-thirds (2/3) vote of the voting members of the School of Dental Medicine Alumni Board.

Amendments to the Bylaws may also be proposed in writing to the Board of Directors by any active member of the College of Dental Medicine Alumni Society.