



OAKLAND UNIVERSITY WILLIAM BEAUMONT

**Oakland University William Beaumont School of Medicine  
Alumni Chapter**

## **Constitution and By-Laws**

### **Constitution**

#### **Article I**

##### **Name**

The name of the organization is the Oakland University William Beaumont School of Medicine Alumni Chapter (hereafter referred to as "OUWBAC").

#### **Article II**

##### **Mission**

The Mission of OUWBAC is:

- To support and mentor the student and alumni populations of the Oakland University William Beaumont School of Medicine (hereafter referred to as "OUWB").
- To advance the OUWB School of Medicine's mission by promoting partnership of alumni and the School of Medicine.
- To help promote the efforts and achievements of OUWB and its students and alumni in our communities.
- To have a strong, collaborative relationship with the School of Medicine.

#### **Article III**

##### **Non-Stock Non-Profit Corporation**

The chapter is an unincorporated, non-profit, volunteer-based chapter recognized by OU.

## Article IV

### Section 1 – Membership

The membership of this Chapter shall be divided into Active, Emeritus, Honorary, Associate, and Medical School Parent Members.

- A. **Active Members:** Graduates of OUWB.
- B. **Emeritus Members:** Any graduate from OUWB who has reached their 50th anniversary of graduation will become an Emeritus Member and recognized as such in publications and OUWBAC events.
- C. **Honorary Members:** Distinguished Doctor of Medicine, or laymen having distinguished themselves in the allied sciences, or any whose work has contributed to the advance of OUWB, may be appointed to Honorary Membership in this Chapter.
- D. **Associate Membership:** All medical students of OUWB, who are in good standing, will be considered Associate Members in this Chapter.
- E. **Medical Student Family Members:** Parents, guardians and/or spouses of current medical students of OUWB will be considered Family Members of this Chapter.

### Section 2 – Election, Expulsion, Reinstatement and Appeal

- A. Active, Associate, and Parent membership is automatically bestowed upon those individuals meeting the requirements of membership as stated in Section 1 above. Honorary Membership is determined by the Chapter's Membership Committee.
- B. Any member who has their license to practice medicine revoked shall automatically be dropped from membership in this Chapter.
- C. Reinstatement of members shall be a function of the Oakland University Alumni Association, after consideration of OUWBAC's input and recommendations.
- D. Any member may appeal the decision of the Oakland University Alumni Association. Appeal shall be by written request within 90 days of receipt of the decision of the Alumni Association.

### Section 3 – Annual Meetings of the Membership

- A. At any meeting of the Chapter, regularly and properly called, ten members in good standing shall constitute a quorum.
- B. The Order of Business at the Annual and Special meetings shall be a function of the President of the Executive Board.

- C. The following must be included in the Annual Meeting: Election of Executive Board Members and Officers, disclosure of a Treasurer's Report, President's report and minutes of the prior Annual and/or Special meeting.

#### **Section 4 – Dues**

Membership in OUWBAC does not require annual dues.

#### **Section 5 – OUWB Alumni Chapter Management**

- A. The Management of this Chapter shall be vested in an Executive Board. The actions of the Executive Board are subject to review by the Members at the Annual Meeting.
- B. The Executive Board shall be composed of Officers of the Chapter (President, President-Elect, Secretary, Treasurer, the immediate five prior Presidents, four current medical student class representatives (one for each OUWB Class), two OUWB alumni serving in residency positions, one representative of OUWB's faculty or administration, and one representative from the Beaumont Health System. The Officers of Executive Board Members shall be elected from the membership at large for a term of one year, for President and President-Elect, and three years, for Secretary and Treasurer. Residents and OUWB class representatives shall be elected for a renewable term of one year. Each year, the election of the medical student class representatives will be held by OUWB's Medical School Government. All elected members will be approved by the Active Members of the Alumni Association who are present at the Annual Meeting. The Dean of OUWB shall be ex officio, non-voting member of the Executive Board. A representative from Oakland University's Alumni Association shall be invited to attend meetings.
- C. Vacancies on the Executive Board shall be filled by election by the Chapter membership as described within the Constitution.
- D. Tenure. Elected Officers shall serve for a period of one year, for President and President-Elect, and three years, for Secretary and Treasurer. Active and Emeritus Members are eligible to serve as Officers. Associates Members may serve as Officers if there are no Active or Emeritus Members available to hold the vacant offices.
- E. Duties. The Executive Board shall carry on the current business of the Chapter between annual meetings, except for those functions specifically reserved to the membership. The Executive Board shall be subject to the orders of the membership and none of its acts shall be in conflict with actions taken by the membership. A quorum at any Officers meeting shall consist of eight members of the Executive Board. Under pressing circumstances the President or Secretary may poll absent members by telephone or Internet to obtain a vote.

## **Article V**

### **Repeal and Amendment**

This Constitution may be repealed or amended in whole or in part by a two-thirds vote of the Executive Board or a majority vote of the members at any Annual or special meeting of the Chapter.

## **BY-LAWS**

### **Article I**

#### **Meetings of the Executive Board**

- A. The meetings of the Chapter shall be held on a date fixed by the Executive Board.
- B. Special meetings of this Chapter may be called at any time by the Executive Board, or any twenty-five members in good standing of the Chapter.
- C. Notice of Meetings, written or electronic, for every regular or special meeting shall be prepared and communicated to the last known post office or email address of each member, not less than five days before any meeting; and if for a special meeting, such a notice shall state the purpose of the meeting.

### **Article II**

#### **Election of Officers**

- A. A President-Elect shall be nominated by the Nominating Committee and elected every year by the Active, Emeritus, and Associate Members present at the Annual Meeting.
- B. A Treasurer, and Secretary shall be nominated by the Nominating Committee and elected every three years by the Active, Emeritus, and Associate Members present at the Annual Meeting
- C. The election of candidates for the several offices shall be by ballot.
- D. Ballots will be disseminated to voting members no later than two months prior to the Annual Meeting. Candidates for office will be notified of the result of the election two-weeks prior to the date of the Annual Meeting. Results of the ballot voting will be announced at the Annual Meeting and Officers' term of office will commence from the date of the Annual Meeting .

### Article III

#### Candidates

- A. One or more candidates for each office, to be filled at the Annual Meeting, shall be nominated by the nominating committee at least two months prior to the Annual Meeting. The Executive Board shall have voted on these candidates, and upon approval, they shall be submitted in nomination to the Active, Emeritus and Associate Members for ballot voting two months prior to the OUWB Alumni Chapter Annual Meeting.
- B. The Nominating Committee consists of the Officers of the Executive Board

### Article IV

#### Officers and Duties

The Officers of this Chapter shall be the immediate Past President, President, President-Elect, Secretary and Treasurer.

- A. The Office of the **Past President** shall be held by the prior President.
  - a. Duties: The Past President shall serve as an advisor to the President.
- B. The Office of the **President** of the Chapter shall be held by the immediate past President-Elect, except in the event the President-Elect is unwilling or unable to serve. In case the President-Elect cannot succeed to the office of President, candidates for this office may be nominated in the usual manner from the present members, or past members of the Executive Board and members.
  - a. Duties: The President shall preside at the meetings of the Chapter, and shall serve as Chairman of the Executive Board. The President shall have supervision of the affairs of the Chapter. The President shall appoint all committees, make reports to the Executive Board and preside at the Annual Meeting and perform all such duties as are incident to this office. The President shall serve on the Nominating Committee and as the Representative to the Oakland University Alumni Association.

- C. The Office of the **President-Elect** shall be nominated by the Executive Board and elected by the general membership at the annual meeting.
- a. Duties: The President-Elect shall perform duties of the President in his/her absence, or until a successor is chosen. The President-Elect shall serve as Chair of the Awards Committee and Chair of the Nominating Committee.
- D. The Office of the **Secretary** shall be nominated by the Executive Board and elected by the general membership at the annual meeting.
- a. Duties: The Secretary shall be responsible for issuing the notices of all meetings and for the keeping of the minutes of the meeting. The Secretary shall serve as Chair of the Communications Committee and Chair of the Social Committee.
- E. The Office of the **Treasurer** shall be nominated by the Executive Board and elected by the general membership at the annual meeting.
- a. Duties:
1. The Treasurer shall attend all meetings of the Executive Board and the Annual Meeting of the Chapter. At these meetings, he/she shall present a report of the status of funds associated with the Chapter.
  2. The Treasurer shall serve as Chair of the Allocations Committee. He/she shall insure that the Alumni monies are allocated as seen appropriate by the mission of this Chapter and by the Executive Board.
  3. The Treasurer shall serve as Chair of the Alumni Donation committee.

## **Article V**

### **Committees**

The President, with approval of the Executive Board, may appoint standing and special Committees. Members of the Committees may be drawn from the membership as well as from the Executive Board.

#### **A. Allocations**

- a. The Allocations Committee shall be chaired by the Treasurer. The Committee oversees the financial activities of all OUWBAC committees to ensure the proper usage of monies assigned to it by the Oakland University Alumni Association or OUWB Development Office. The Treasurer chairs this committee, and all usage of monies need prior approval by the full Executive Board.

**B. Alumni Donations**

- a. The Alumni Donations Committee shall be chaired by the Treasurer. The goal of the Alumni Donations Committee is to work with the Oakland University Alumni Association and OUWB's Development Office in order to raise gifts for the School of Medicine from all alumni through direct mail, personal contact, and electronic communications. Committee members advise on prospects, strategies, and Alumni Donation Committee programs or events.

**C. Awards Committee**

- a. The Awards Committee shall be chaired by the President-Elect. The goal of the Awards Committee is to: support the OUWB Development Office in the awarding of scholarships for active OUWB students; recognize past and present alumni who have distinguished themselves in the allied sciences, or any whose work has contributed significantly to the advancement of OUWB; and recommend to the Executive Board distinguished doctors of medicine, or layman having distinguished themselves in the allied sciences, or any whose work has contributed to the advancement of OUWB, as candidates for Honorary Membership in this Chapter.

**D. Communications**

- a. The Communications Committee shall be chaired by the Secretary. The Communications Committee will work with other committees and with the Oakland University Marketing Office in the publication and dissemination of alumni news and information. The Committee will also work with OUWB to raise public awareness of the work and achievements of the school and its students. The committee will manage the development and dissemination of the OUWB Alumni Journal.

**E. Education**

- a. The Education Committee will recommend and execute programs and activities, with approval of and in collaboration with OUWB administration, designed to enhance the education of current students within OUWB. These programs may include, but will not be limited to: mentoring, job shadowing, internship and tutoring programs.

**F. Nominating**

- a. The Nominating Committee shall be chaired by the President-Elect. The Nominating Committee nominates the Officers of the Medical Alumni Association who will serve a term of one year, for President and President-Elect, and three years, for Secretary and Treasurer. The Committee consists of the Officers of the Executive Board. The Committee submits its selections to the Executive Board for their approval. The approved slate is communicated via ballots to voting members no later than two months prior to the Annual Meeting. Results of the ballot voting will be announced at the Annual Meeting and Officers' term of office will commence from the date of the Annual Meeting.

**G. Social**

- a. The Social Committee shall be chaired by the Secretary. All meetings and events involving the members of the Alumni Association will be scheduled and planned by the Committee. The Committee's function is to study and make recommendations on new projects or activities. The committee is responsible for making recommendations to the Executive Board regarding all approved and exploratory receptions, events and other activities.

**Article VII**

**Repeal and Amendment**

These By-Laws may be repealed or amended in whole or in part by two-thirds vote of the Executive Board or by majority approval of voting members at the Annual Meeting.