

EFFECTIVE  
OCTOBER 18, 2015

**ALUMNI ASSOCIATION  
OF THE  
PHILLIPS BETH ISRAEL  
SCHOOL OF NURSING**

776 Sixth Avenue, 4th Floor  
New York, NY 10001

Phone: 212.614.6157  
Email: Alumni@chpnet.org

[www.pbisn.edu](http://www.pbisn.edu)

**CONSTITUTION AND BYLAWS**



**ALUMNI ASSOCIATION  
OF THE  
PHILLIPS BETH ISRAEL  
SCHOOL OF NURSING**

## ARTICLE I – Name

The Association shall be known as the Alumni Association of the Phillips Beth Israel School of Nursing.

## ARTICLE II – Mission

The mission of the Association is to foster, develop, and improve nursing services and nursing education through the coordinated action of nurses with allied professional groups, and other citizens to meet the needs of the community.

## ARTICLE III – Aim

The aims of the Association are:

1. To advance the interest of the students and alumni by providing opportunities to maintain and build on their relationships with the Phillips Beth Israel School of Nursing
2. To provide scholastic and professional development benefits to the membership
3. To carry an active program which maintains the highest standard of nursing practice by promoting professional education and advancement
4. To encourage participation and cooperation in professional and community activities

## ARTICLE IV – Bylaws

**SECTION I: Membership** Qualification for membership is graduation from the Phillips Beth Israel School of Nursing.

**SECTION II: Members of the Association shall be:**

1. Active Member – one in good standing and current in payment of dues for the current and previous year.
2. Inactive Member – non-dues paying member, or former active member whose payment of dues has lapsed for a period of at least one year.
3. Honorary Member – any member active for forty (40) years may apply for honorary membership and annual dues are waived.
4. Reinstated Member – a previous active member who pays back-dues for the unpaid prior and current year. A member who has been delinquent in payment of dues is not entitled to benefits for one (1) year after reinstatement.

5. Graduates are eligible for active membership on the day of graduation.

## ARTICLE V – Dues and Benefits

### SECTION I: Active members

1. Active members pay dues on an annual basis. The Board of Directors determines the amount.
2. Honorary members are exempt from payment of dues.
3. New graduates that apply for membership are accepted as active members in good standing, and are entitled to all benefits as such, upon graduation. Dues are required at the next billing cycle to maintain active membership.

### SECTION II: Plan for payment of dues.

Dues are payable annually in the first quarter of the calendar year.

### SECTION III: Default of payment.

1. Any member who has not paid dues by the end of the second quarter of the calendar year is in default of payment.
2. A member who has been in default of payment does not receive any benefits until reinstated for one (1) year.
3. Any member who has been in default of payment for a period of three (3) years is dropped from the roster of the Association.

### SECTION IV: Benefits

1. Active members are entitled to receive all benefits of the Association.
2. Honorary members are entitled to receive all benefits of the Association.
3. Inactive members are not eligible to receive benefits of the Association.
4. Any member, who is in default of payment of dues, is not entitled to any benefits until one (1) year following reinstatement.
5. Members in good standing are eligible to receive the following benefits:
  - a. Private room at Mount Sinai-Beth Israel Medical Center (after medical insurance reimbursement), pending availability - Obstetrical Unit excluded.
  - b. Reimbursement for direct care by hospital-based privately contracted nursing caregivers (after medical

insurance reimbursement), to a maximum of \$2000.00 per calendar year - Obstetrical services excluded.

- c. Registration fee reimbursement for participation at a Nursing Continuing Education (CE) program up to \$150.00 per calendar year upon presentation to the Association of proof of attendance, and receipt for payment.
- d. 50% discount for any CE course offered at Mount Sinai-Beth Israel Medical Center or the Phillips Beth Israel School of Nursing.
- e. Eligibility for a \$1000.00 scholarship towards an academic nursing degree. Applications must be submitted to the organization and the scholarship will be awarded once annually at the discretion of the Board. One time only per Member.
- f. Attendance at free Association-sponsored networking events (Social and Educational).
- g. Discounted registration for the PBISN Alumni Association Annual Meeting and Luncheon Event.

## ARTICLE VI – Meetings of Members

**SECTION I:** Meetings are held annually. The Annual Alumni Luncheon is designated as the annual Association membership meeting.

**SECTION II:** Special meetings may be called by the President or by petition of fifteen (15) or more members of the Association.

**SECTION III:** Notices of meetings will be posted on the Alumni website, emailed to those who have email addresses on file, or physically mailed to active members without email addresses on file at least seven (7) days prior to the meeting.

**Section IV:** A quorum for business shall be a minimum of three (3) officers and twenty (20) members.

## **ARTICLE VII – Officers**

### **SECTION I: Elected Officers**

1. President
2. President Elect
3. Vice President
4. Secretary
5. Treasurer
6. Assistant Treasurer

### **SECTION II: Qualification for Office**

1. President – Any active member who has held an elected office is eligible for nomination to the office of President.
2. Other Officers – Any active member is eligible for each remaining office.

### **SECTION III: Vacancies**

1. If a vacancy occurs in the office of President, the President Elect becomes President for the remainder of the term. If the President Elect position is not filled, the Vice President shall become President until the next election.
2. If a vacancy occurs in the position of Vice-President, the position remains vacant until the next election.
3. If a vacancy occurs in the position of Treasurer, the Assistant Treasurer becomes Treasurer for the remainder of the term.
4. If a vacancy occurs in any other office, the position remains vacant until the next election.
5. If the Board deems it necessary to fill a vacancy prior to the next election, the vacancy shall be filled by a majority vote of the Board of Directors.

### **SECTION IV: Duties of Officers.**

#### **President:**

1. To preside as official representative to the Association.
2. To act as official representative of the Association.

3. To submit and deliver an annual report to the membership.
4. To be ex-officio member of all committees.
5. To prepare the agenda for all business meetings.
6. To have signatory rights.
7. To initiate correspondence.
8. To appoint nominating committee.

#### **President Elect:**

1. To perform duties of President in the President's absence.
2. To act as Chairperson of the Program Committee.

#### **Vice-President:**

1. To perform duties of President in the absence of the President and President Elect.
2. To have signatory rights.

#### **Treasurer:**

1. To write annual Treasurers Report.
2. To send invoices and collect dues.
3. To keep records of receipts and disbursements.
4. To pay authorized bills.
5. To transmit funds.
6. To arrange for annual auditing of books by appointed committee of Board of Directors.
7. To have signatory rights.

#### **Assistant Treasurer:**

1. To assist the Treasurer and in the absence of the Treasurer, to carry out the duties of the Treasurer.
2. To have signatory rights.

#### **Secretary:**

1. To record minutes of all meetings of the association and of the Board of Directors.
2. To carry on correspondence.
3. To notify members of meetings.
4. To keep a roster of members.

**SECTION V:** The Term of office for all officers is two (2) years. Officers can serve more than one consecutive term

and no more than two consecutive terms, unless unanimously approved by the Board of Directors.

### **SECTION VI: Reimbursement**

The Association upon submission of a receipt reimburses any officer attending to official business, which requires the outlay of monies.

## **ARTICLE VIII – Board of Directors**

### **SECTION I: Membership and Composition**

The Board of Directors of the Association includes:

1. The President
2. The President Elect
3. The Vice President
4. The Treasurer
5. The Assistant Treasurer
6. The Secretary
7. Directors (five to nine positions)

### **SECTION II: Term of Office**

Elected members of the Board of Directors serve for two (2) years. Board members can serve more than one consecutive term if re-elected. Consecutive term limits apply to Officers as described in Article VII, Section V.

### **SECTION III: Duties of Board of Directors**

1. To act for membership between membership meetings.
2. Attend at least 60% of meetings of the Board of Directors.
3. Approve disbursement of monies for
  - a. Association costs
  - b. Needs of the student population
  - c. Needs of membership as determined by the Good and Welfare Committee
  - d. Other charitable donations in accordance with the mission of the Association

### **SECTION IV: Voting**

1. A quorum of 50% of Board members must be present for an official vote to occur.

2. A simple majority is needed for passage of a vote.
3. In the event of a tied vote, the question is tabled until a future meeting, when a majority vote can be attained.

## **ARTICLE IX – Elections**

### **SECTION I: Nominations**

The Nominating Committee prepares a slate of candidates. All suggested candidates must be contacted to confirm their willingness to serve. Confirmed nominees are presented at the Annual Membership Meeting. At that time, further nominations from the assembly are accepted.

### **SECTION II: Elections**

Elections of all Board Members and Officers take place at the annual Membership Meeting.

## **ARTICLE X – Committees**

### **SECTION I: Standing Committees**

Standing committees are as follows:

1. Committee on Programs
2. Committee on Membership and Communication
3. Committee on Constitution and Bylaws
4. Committee on Nominations
5. Committee on Awards, Scholarships, and Mentoring
6. Committee to Promote the Good and Welfare of Members

### **SECTION II: Special Committees**

Special committees are formed upon the request of the majority of the membership or upon the request of the Board of Directors.

### **SECTION III: Function of Committees**

1. The Committee on Programs plans the Annual Membership Luncheon Meeting, and any social or educational networking events for membership or students of the school.
2. The Committee on Membership and Communications fosters and encourages participation in the Association, and gathers

Alumni information of interest and distributes via Newsletters, and other media.

3. The Committee on Constitution and Bylaws reviews the constitution of the Association every three (3) to five (5) years and recommends revisions to the Board of Directors.
4. The Committee on Nominations solicits and prepares the nominating slate for elections.
5. The Committee on Awards, Scholarships, and Mentoring gathers and prepares a list of eligible students and members for awards, reviews applications for eligibility Association scholarships, and fosters opportunities for new graduate mentorships.
6. The Committee to Promote the Good and Welfare of Members recommends to the Board of Directors actions needed for the individual benefits of active members in good standing.

### **SECTION IV: Committee Membership**

1. Committee on Program and Communications – Chairperson with a minimum of two (2) additional members.
2. Committee on Membership and Communications – Two (2) members, one of whom will serve as Chairperson
3. Committee on Constitution and Bylaws – Chairperson with a minimum of two (2) additional members.
4. Committee on Nominations – Chairperson with a minimum of one (1) additional member.
5. The Committee on Awards, Scholarships, and Mentoring – Chairperson with a minimum of two (2) additional members.
6. Committee to Promote the Good and Welfare of Members – Two (2) members, one of whom will serve as Chairperson.

## **ARTICLE XI – Official Signatures**

### **SECTION I: Signatures**

All checks, drafts, and other orders for payment of money are signed either by the President of the Association, The Vice President, The Treasurer, or the Assistant Treasurer.

### **SECTION II: Contracts**

The President and/or the Treasurer sign all contracts, with the approval of the Board of Directors.

## **ARTICLE XII – Amendments**

Any active member of the Association may propose changes or amendments to the Constitution and Bylaws by communicating the proposal in writing to any member of the Board of Directors. A discussion and vote on proposed amendments will occur at a Board meeting and approval will be determined by a majority vote of the Board of Directors. Changes to the bylaws will be communicated to membership via e-mail, the *Alumni website*, and at the Annual Meeting.

## **ARTICLE XIII – Parliamentary Authority**

The rules contained in Robert’s Rules of Order Revised govern all meetings of the Association in which they are not inconsistent with the Constitution and Bylaws of this Association.

## **ARTICLE XIV – Fiscal Year**

The Fiscal Year is the Calendar Year.

## **ARTICLE XV – Dissolution**

In the event that the Association is dissolved, the Board of Directors shall, after paying or making provision for payment of all liabilities of the Association, designate the assets of the Association to be used as scholarship funds for students attending the Phillips Beth Israel School of Nursing. If that institution no longer exists, the assets shall be designated for use of a non-profit organization whose purpose is the support or education of the nursing profession, as voted on by the Board of Directors.

## **ARTICLE XVI – Effective Date**

The former Constitution is hereby repealed, and newly revised effective October 18, 2015.