

CHARTER AND BYLAWS

MIDDLE TENNESSEE SCHOOL OF ANESTHESIA ALUMNI ASSOCIATION

Preamble

We the members of the Middle Tennessee School of Anesthesia (MTSA) Alumni Association, are united by a strong common bond and wish to foster the interest of the school and continued friendship which we desire to sustain by organizing as an association.

Article I

Name

Section 1. The name of this association shall be Middle Tennessee School of Anesthesia Alumni Association.

Article II

Purpose

Section 1. The purpose of this association shall be the following:

- (A) Building on the Christian foundation of MTSA, and in a Christ-like manner, to foster continuing loyalty and fellowship among the students, graduates, faculty, and staff of MTSA.
- (B) To keep the graduates in touch with each other; to recognize their distinguished service, and honor those who have made outstanding contributions to our profession and to MTSA.
- (C) To strengthen MTSA as a center of didactic and clinical training in nurse anesthesia.

- (D) To develop opportunities for continuing education for the CRNA as regulated by MTSA's accrediting bodies and to initiate other projects for the good of the profession and MTSA.

Article III

Membership

Section 1. Active membership in the association shall consist of the following three classes:

- (A) **Regular** – Shall consist of those who have successfully completed the didactic and clinical components of the program and either received a Certificate in Nurse Anesthesia or an MS from the school. The school is defined as Middle Tennessee School of Anesthesia, or any name under which it has operated since its inception in 1950, including Madison College School of Anesthesia and Madison Hospital School of Anesthesia.
- (B) **Special** – Shall consist of those who are or who have been members of the faculty, staff of the school, or members of the Board of Trustees of MTSA, and who are not eligible for Regular membership. Membership will be approved by a majority vote of the Alumni Committee of the Alumni Association.
- (C) **Honorary** – Shall consist of those who are not eligible for membership in the Regular or Special categories and may be awarded for merit or other worthy cause by majority vote of the Alumni Committee.

Section 2. All Regular members shall have voting privileges.

Section 3. All Regular members are eligible to hold office in the Alumni Association.

Article IV

Committees

Section 1. Alumni Committee – Shall be the administrative and governing body of the Association.

- (A) Shall consist of the following members: president, president-elect, immediate past president, treasurer, secretary, and alumni representatives. Two students, a junior and a senior, voted by their respective class, shall also serve continually until their graduation. The President and Dean of MTSA may serve ex officio.
- (B) Shall have such powers and duties as are prescribed by this charter, shall determine all questions of policy, and within the provisions of this charter, shall act with full authority and power for the association between annual meetings.
- (C) Shall meet quarterly or as determined by the president.

Section 2. Other committees

- (A) The president shall be empowered to appoint such other committees as are necessary to carry out the functions of the Association.
- (B) All appointed committees shall continue to serve until discharged by the Alumni Committee or the president.

Article V

Association Meetings

Section 1. At all meetings of the Association, the president, or in his/her absence, the president-elect, or in the absence of both, an Alumni Committee member as chosen by the members, shall serve as presiding officer. The association's secretary, or in his/her absence a person appointed by the presiding officer, shall keep record of the proceedings.

Section 2. The association shall hold an annual business meeting.

- (A) Alumni present at any business meeting shall have voting rights.
- (B) Actions voted on and passed at a duly called business meeting shall be considered binding upon the Alumni Association.
- (C) Alumni shall be notified of the business meeting at least two weeks prior either by electronic mail, by first class United States mail, or by notification in Airways. This notification shall include the nature of the meeting, the time, and place.
- (D) The business meeting shall be chaired by the president or President-elect of the Alumni Association.

Section 3. Special business meetings of the membership may be held on call of the president or the Alumni Committee. Members will be given at least a two-week notice either by electronic mail, by first class United States mail, or by notification in Airways.

Section 4. A quorum shall consist of the Regular members present.

Article VI

Election and Term of Officers

Section 1. Officers of Alumni Association shall consist of past president, president, president-elect, secretary and treasurer.

Section 2. Officers shall be elected annually. Any alumnus with Regular membership is eligible for election to any office.

- (A) The president, president-elect, and immediate past president serve a one-year term.
- (B) The secretary, treasurer, and alumni representatives serve two-year terms.

Section 3. Election Procedure

- (A) A nominating committee shall be appointed by the Alumni Committee and shall have the authority and obligation to conduct the election of new officers. An Administrative staff member from MTSA may also serve as an ex-officio, non-voting member as determined by the Alumni committee.
- (B) No person shall be nominated unless their consent has been previously obtained and they have signified a willingness to serve their term of office if elected.
- (C) The candidates will be presented by the nominating committee in ballot form at least one month prior to the annual business meeting. Only those votes received one business day prior to the annual business meeting shall be considered valid. The votes shall be counted by the nominating committee.
- (D) New officers shall be announced and assume their office at the conclusion of the annual business meeting.
- (E) Officer elections shall be as follows:
 - 1. A president-elect shall be elected yearly.
 - 2. A secretary and three alumni representatives shall be elected during even-numbered years.
 - 3. A treasurer and three alumni representatives shall be elected during odd-numbered years.
- (F) One year after his/her election as president-elect, he/she shall assume responsibilities as president.
- (G) One year after assuming duties as president, he/she shall assume the role of past-president.
- (H) Any officer shall resign by submitting their resignation to the president. That position will be filled by a majority vote of the Alumni Committee to a successor who will serve the unexpired portion of the term.

Article VII

Duties of the Alumni Committee Members

- Section 1. President – To preside as Chairman at all meetings of the association and the Alumni Committee; to issue calls for special meetings; to call meetings of the Alumni Committee; to speak to the members of the graduating class of the School each year on the aims and objectives of the association; to labor in the general interest of the organization; to perform all other duties usually devolving on such an office.
- Section 2. President-elect – To perform the duties of the president in his/her absence or inability to perform specified duties; to assist the president in his/her duties.
- Section 3. Immediate Past-President – To function as an advisor to the Alumni Committee.
- Section 4. Treasurer – To keep an accurate record of all financial transactions; to receive and disburse all funds of the association; to set up separate accounts for general and scholarship monies; to render such financial statements as may be appropriate. The treasurer shall ensure that the funds of the association are not co-mingled with the funds of the institution.
- Section 5. Secretary – To be custodian of all records of the association or Alumni Committee; to compile statistics or other information as may be desired; to make a permanent record of all association meetings, filing at the school appropriately for future reference; to publish and distribute notices of meetings.
- Section 6. Alumni Representatives – To ensure input from the alumni, one Representative shall be chosen to represent the following time periods: a) 2000 – Present, b) 1990 – 1999, c) 1980 – 1989, d) 1970 – 1979, e) 1969 – and Before, f) Retired Alumni.

Additional decade representatives shall be elected as the school continues its service into the future.

Article VIII

Signatures and Endorsements of Notes, Checks, Etc.

Section 1. All checks of the Association shall be signed by the treasurer. Checks exceeding \$500.00 must be countersigned by an Alumni committee officer or person authorized by the Alumni Committee. All notes, bonds, and promissory notes shall be signed by each member of the Alumni Committee. No officer or other person shall be authorized to sign a check or order payable to him/herself.

Article IX

General Liability

Section 1. No officer, committee member, member of the Alumni Association, or other persons shall contract to incur any debt in behalf of the association, or in any way render it liable, unless authorized by the Alumni Committee. No officer, committee member, member of the Alumni Association, or other person is authorized to promise on behalf of the association moral or financial support or aid to any other charitable organization without the approval of the Alumni Committee or by vote of the members. No member of the association, officer or otherwise, shall be personally liable for any act of the association, its Alumni committee members or officers.

Article X

Local Chapters

Section 1. Local chapters of the Alumni Association may be established with the approval of the Alumni committee upon written request of at least six members residing or practicing in a defined area where the chapter is desired.

Section 2. Chapters shall be dissolved by the Alumni Committee for good and sufficient reasons and shall become dissolved if the chapter continues to be inactive or the membership becomes less than six.

Section 3. A local chapter shall be empowered to make its own rules for the conduct of its affairs, except that it shall not contravene any provision of these bylaws.

Article XI

Funds

Section 1. The funds received by the Alumni Association shall be disbursed by the treasurer on order of the Alumni Committee.

Article XII

Amendments

Section 1. This charter and these bylaws shall only be amended by a vote of two-thirds of the Regular members present at any duly called business meeting of the Alumni Association.

Section 2. All proposed amendments or changes shall be submitted to the members in written form at least two weeks prior to a duly called Alumni Association business meeting.

Article XIII

Rules of Order

Section 1. Wherein procedural matters are not provided for by this Charter or by The Bylaws of this Alumni association, Robert's Rules of Order, Revised, shall govern.