Rules of Order

 Easton Hospital School of Nursing Alumni Association

 Easton, PA

 ARTICLE I

 Name

This organization shall be known as the Easton Hospital School of Nursing Alumni Association.

 ARTICLE II

 Purpose

The purpose of this association shall be to foster the spirit of loyalty among the graduates of the Easton Hospital School of Nursing to advance the standards of the nursing profession and to aid in community services.

 ARTICLE III

 Membership

Sec.1. The membership of this association shall be divided into three classes: Alumni. Active and Life members.

Sec.2. Alumni members shall be graduates of the Easton Hospital School of Nursing.

Sec.3. Active members shall currently be paying dues . After 5 years of inactivity, you will be removed from the active list. To be reinstated, you pay dues. Any alumni may become active members by paying dues.

Sec. 4. Life members shall be any members who paid dues for a total of twenty five years.

Sec. 5. It shall be the duty of members to be present whenever possible at each meeting of the association and to report promptly to the corresponding secretary the marriage, illness, or death of a member. Change of address should be reported promptly as all correspondences will be sent to the last known address.

 ARTICLE IV

 Dues

Sec.1 Annual membership dues shall be $10.00 payable to the corresponding secretary/treasurer.

Sec.2. A member must be an active or life member to have voting privileges and to hold office.

 ARTICLE V

 Officers

Sec. 1. The elected officers of this association shall be President, Vice-President, Recording Secretary, Corresponding Secretary/Treasurer and four Directors.

Sec 2. The President shall preside at all meetings of the association and board of directors, approve bills, and perform all duties pertaining to the office.

Sec 3. The vice-president shall perform all duties pertaining to the office of president in his/her absence or disability. In the event of a vacancy occurring in the office of president, the vice-president shall assume the duties of the president until the next annual meeting.

Sec 4. The recording secretary shall keep a record of the proceedings of the association and of the board of directors in books provided for that purpose. This person shall be the custodian of all records and all papers of the association. In the absence of the president and vice-president, this person shall call to order and conduct meetings until the election of a chairman pro tem. In his/her absence a volunteer will be asked to record the minutes. The recording secretary shall assist with the duties of the corresponding secretary.

Sec 5. The corresponding secretary/treasurer shall keep a correct list of names and addresses and date of admission of the members, report of marriages, deaths, and resignations, and attend to all correspondence of the association. This person shall send to each member notice of spring luncheon (Annual Alumni Banquet). This person shall keep an accurate account of all receipts and disbursements and shall deposit all funds in the name of the association, in banks of good credit designated by the board of directors. This person shall present to the board of directors and to the association at their regular meetings a detailed financial report.

Sec 6. The directors shall act in an advisory capacity to the other elected officers.

Sec 7. All officers and chairmen of committees, upon retiring from office, shall deliver to the president all accounts, record books, papers, and all other property belonging to the association.

ARTICLE VI

 Board of Directors

Sec 1. The officers of this association, the outgoing president and three elected members shall constitute the board of directors.

Sec 2. Meetings of the board of directors shall be held as needed to conduct assigned business.

Sec 3. Special meetings may be called by the president.

Sec 4. The board of directors shall:

* Provide for the auditing of all books of account at least annually by an auditing committee
* Auditing committee consist of: board of directors & treasurer

 ARTICLE VII

 Committees

Committees shall be appointed as required by the association.

 ARTICLE VIII

 Meetings

(The days may need to be revised depending on restaurant availability)

Sec 1. The regular meetings of the association shall be held on the second Tuesday of October, December and June.

Sec 2. The annual meeting shall be held on the second Tuesday of October of each year at such a time and place as shall be determined by the association for the election of officers and directors and receiving of annual reports and all other business pertaining to the association.

Sec 3. Special meetings of the association maybe called by the president at any time and shall be called upon the request of members.

Sec 4. The order of business for the regular meetings shall be:

* Call to order
* Reading of minutes
* Report of corresponding secretary/treasurer
* Report of special committees
* Unfinished business
* New business
* Adjournment

Sec 5. The order of business for the annual meeting shall be:

* Call to order
* Reading of minutes
* Report of corresponding secretary/treasurer
* Unfinished business
* New business
* Election in even years/nominating odd years

 ARTICLE IX

 Quorum

The members present shall constitute a quorum at any meeting.

 ARTICLE X

 Fiscal Year

The fiscal year shall be from the annual meeting in October to the next annual meeting.

ARTICLE XI

 Elections

Sec 1 .Since term limits were removed, an officer may hold their position until such a time they want to resign, or a situation arises that they must resign.

Sec. 2 An officer may resign at any time. After which a replacement must be found.

Sec. 3 The roster of officers will be reviewed at the June meeting yearly.

Sec. 4 The roster will be announced at the annual meeting in October yearly.

 ARTICLE XII

 Rules of Order

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall be the authority on all questions of parliamentary law not covered by these By-laws.

 ARTICLES XIII

 Amendments

Sec 1. These by-laws may be amended at any regular meeting of the association or at a special meeting called for that purpose.

Sec 2. These by-laws may be amended without previous notice at any annual meeting by a 99% vote of all members present & voting.

These by-laws shall become effective October 2022.

Reviewed/Revisions: January 2008 December 2019

 December 1950 January 2013 October 2021

 January 1954 June 2015 October 2022

 January 1959 October 2017

 November 1972 October 2018

 June 1986 October 2019