

By-Laws
of the
Graduate School of Public Health
Alumni Society
of the
University of Pittsburgh

Article I. Name

The name of this organization shall be the Graduate School of Public Health Alumni Society of the University of Pittsburgh (to be referred to as the Society).

Article II. Purpose

The purpose of this Society shall be to promote the welfare and interests of the University of Pittsburgh, the Graduate School of Public Health and its alumni, and also to support and advance the cause of public health.

Article III. Membership

Section 3.01 There shall be three classes of membership

- (a) Active members shall be those who hold a degree or certificate from the Graduate School of Public Health, University of Pittsburgh (GSPH).
- (b) Associate members shall be current GSPH students.
- (c) Honorary members shall be current or past faculty and as approved by the Executive Committee other persons who have made meritorious contributions to the field of public health.

Section 3.02 All classes of membership shall be entitled to all rights and privileges of membership except those to hold office and to vote, which are restricted to active members.

Article IV. Officers and Their Duties

Section 4.01 All officers of the Society must be dues-paying members of the University of Pittsburgh Alumni Association and active members of the Society as defined by these by-laws.

Section 4.02 The officers of the Society shall be the President, the Vice President, the Secretary/Treasurer, the Corresponding Secretary and the Immediate Past President. The Vice President, the Secretary/Treasurer and the Corresponding Secretary are the only elected offices. The offices of President and Immediate Past President are filled through succession: the Vice President becoming President and President becoming Immediate Past President.

Section 4.03 The terms of office for the Vice President, for the President and for the Immediate Past President are for one year. There is no opportunity for these officers to hold consecutive terms.

The terms of office for the Secretary/Treasurer and for the Corresponding Secretary terms are for two years. The Secretary/Treasurer shall be elected in the odd numbered years, and the Corresponding Secretary shall be elected in the even numbered years. These officers may serve no more than two consecutive terms.

Section 4.04 The duties of the officers shall be as follows:

- (a) The President shall preside at all meetings of the Society, shall be responsible for the meeting agenda, shall chair the Executive Committee, shall appoint Committee Chairs except where otherwise stated in these by-laws, shall represent the Society at the University of Pittsburgh Alumni Association, and shall be an ex officio member of all committees with the exception of the Nominating Committee.
- (b) The Vice President shall perform the duties of the President in the absence of the President, shall perform duties as assigned by the President, and shall function in the role of President-Elect. The Vice President is the chairperson for the Programs/Special Events Committee and shall serve as the Society's Parliamentarian.
- (c) The Secretary/Treasurer shall maintain, preserve, and archive the records of the meetings and shall conduct and record the proceedings both financial and business of the Society as directed by the Executive Committee.
- (d) The Corresponding Secretary shall provide for both the internal and external communications of the Society as directed by the Executive Committee.

Article V. Meetings

Section 5.01 There shall be an Annual Meeting of the members of the Society. Members should be notified of this meeting at least six weeks in advance with an accompanying agenda.

Section 5.02 Officers will be elected at the Annual Meeting, the date of which shall be set by the Executive Committee. The election will be by simple majority of the voting members present at the Annual Meeting.

Section 5.03 There shall be at least two meetings of the Executive Committee, one prior to the Annual Meeting of the Society to set the agenda.

Section 5.04 The rules of procedure at meetings of the Society shall be those set forth in Robert's Rules of Order Revised unless otherwise provided by these by-laws.

Article VI. Committees

Section 6.01 The Executive Committee shall consist of all officers as designated in Article IV (President, Vice President, Immediate Past President, Secretary/ Treasurer, and Corresponding Secretary), two members-at-large who have been elected at the Annual Meeting for a staggered two year term, and the chairpersons of all other standing committees. The Executive Committee shall be chaired by the President or in his or her absence the Vice President. The Executive Committee shall conduct the business of the Society and shall approve all financial expenditures.

Section 6.02 All the following standing committees minimally shall have three members:

- (a) The Programs/Special Events Committee shall be chaired by the Vice President. This Committee shall develop, implement, and support activities that enhance the image of GSPH including, but not limited to, the selection of distinguished service honors and alumni awards.
- (b) The Education and Student Relations Committee shall support the GSPH in its efforts to increase student enrollment by number, quality and diversity, and to help improve the structures within GSPH for the education, mentoring and career placement of students and continuing education of alumni.
- (c) The By-Laws Committee, after approval by the Executive Committee, shall bring to the Annual Meeting any amendments to these by-laws.
- (d) The Nominating Committee shall consist of three members: the Immediate Past President, who shall serve as the Committee's chairperson, and two members elected at the Annual Meeting after nomination from the floor. This Committee shall propose a slate of nominees for election at the next Annual Meeting for all unfilled positions consistent with these by-

laws and those positions filled for their remaining term of office by Presidential appointment. At the Annual Meeting additional nominations can be made from the floor.

- (e) Ad hoc committees may be appointed as needed by the President.

Article VII. Amendments

Section 7.01 Upon recommendation of the Executive Committee and after advance circulation accompanying the Annual Meeting agenda, these by-laws may be amended by a two-thirds vote of members present and voting at the Annual Meeting.

Section 7.02 Any member of the Society may submit in writing a proposed amendment to the By-Laws Committee for consideration.

Section 7.03 These by-laws and their amendments are subject to the provisions of the By-Laws of the University of Pittsburgh Alumni Association.