



**BYLAWS OF THE ALUMNI ASSOCIATION
COLUMBIA UNIVERSITY
MAILMAN SCHOOL OF PUBLIC HEALTH**

Ratified by the Alumni Association Board on June 13, 2014

ARTICLE I

Name and Authorization

The name of this organization shall be the ALUMNI ASSOCIATION OF COLUMBIA UNIVERSITY MAILMAN SCHOOL OF PUBLIC HEALTH (“Alumni Association”)

ARTICLE II

Purpose

The Alumni Association shall have the following purposes:

- A. To organize the alumni of the Mailman School of Public Health, the alumni of the College of Pharmaceutical Sciences, and any organization or individual gathered therein (hereinafter collectively referred to as “the School”) for the promotion of the welfare of the School consistent with its mission, core values and ethics
- B. To strengthen the connection between the alumni and the School and cultivate a sense of fellowship
- C. To foster participation of the alumni in the educational, research, and philanthropic activities of the School and promote sharing of collective knowledge to foster from their ranks effective leadership
- D. To advance public participation in, and disseminate information on, public health issues

ARTICLE III

Membership Eligibility

- A. Mailman School Alumni Association
 1. All persons having received any degree from the School shall automatically enter the Mailman School Alumni Association upon completion of their degree; this includes PhD in Public Health individuals whose degrees are conferred by the Graduate School of Arts and Sciences
- B. Alumni Association Board
 1. All persons having received any degree from the School shall be eligible for membership in and to hold any office within the Alumni Association
 2. The Board of Directors of the Alumni Association (“the Board”) is hereby empowered to confer honorary, voting and non-voting membership on any one or more persons as it deems fit
 3. Board composition should attempt to represent fairly all departments of the Mailman School
- C. Alumni Association Committee Membership
 1. All persons having received any degree or certificate from the School shall be entitled to membership in all committees presided over by the Alumni Association Board, even if they are not members of the Board

ARTICLE IV

Alumni Association Board Regulations

A. Powers and Duties

1. The Board shall have complete authority over the Alumni Association, except as specifically limited by these Bylaws, in all matters relating to the objectives, management, operations and business of this organization
2. A majority of the Directors then in office shall be necessary to constitute a quorum of the Board for the transaction of business. Every decision made by a majority of the Directors present at a meeting at which a quorum is present shall be regarded as the act of the Board of Directors

3. When necessary the Board may act without meeting, and may vote via telephone or electronically via email

B. Term Limits

1. The Board shall consist of no more than 35 Directors
2. Each Director shall be elected to serve a four -year term, renewable for an additional four-year term if approved by the Board. Each Director whose term is up for renewal shall not be counted for quorum purposes and shall not participate in the vote. Upon completion of two four-year terms the Director will be eligible for re-election by the Board after one year of not serving as a Director on the Board
3. Staff members from the Office of the Dean and the Office of Alumni Affairs, or their respective designees, shall be ex-officio Directors, not counting in numbers toward the total 35 Directors
4. Directors with degrees from the former Columbia University College of Pharmaceutical Sciences who are on the Board as of June, 2014 shall be exempt from the provisions of the above Article IV B.2. They are hereby granted permanent membership as Directors, but shall remain subject to all the other provisions contained in these Bylaws

C. Vacancies and Nominations

1. The Governance Committee, acting at a reasonable time before any election, shall nominate candidates to be members of the Board
2. Any member of the Alumni Association shall have the right to present himself or herself, or another member, to the Governance Committee and request consideration to be nominated
3. The Board of Directors may, at its discretion by a majority vote, fill any vacancy among elected Directors prior to elections; such appointments shall be for the remainder of the term of the seat being filled. Appointed Directors shall enjoy the same rights and privileges as elected Directors

D. Meetings, Attendance and Director Responsibilities

1. The Board shall meet at least three times annually and be held at such times and places as the Board may determine for the conduct of its business; one such meeting will be the Annual Meeting with the Dean in attendance to deliver a Dean's Report
2. Participation by Board members via conference call is acceptable provided they are unable to attend a meeting in person
3. Three consecutive absences from full board meetings may generate communication from the President of the Alumni Association requesting immediate response as to that Director's commitment to serve on the Board. Based on the Director's response, the President shall recommend to the Board those actions he or she feels are appropriate to deal with the situation. All such actions, which can include removal, are subject to Board approval
4. Each Director shall serve on at least one committee
5. Each Director acknowledges the importance of making an annual contribution to help support the School financially. The amount of the contribution is solely within the discretion of each Board Member. There is no minimum requirement. Failure to contribute may lead to further action, including removal, by the Board

E. Removal of a Board Member

Any Director may be removed with or without cause at any time by act of a majority vote of the Board

F. Resignations

Resignations of a board member must be submitted in writing to the President of the Alumni Association and the Office of Alumni Affairs

G. Honorary or Emeritus Membership

The President may confer honorary membership upon a retiring Board member or other alumnus with approval of the Board; honorary or emeritus members will not count towards the 35 Director total and will not have voting rights

ARTICLE V

Officers

A. President

1. The President shall be the Chief Executive of the Alumni Association and shall preside at all meetings of the Board, and of the Alumni Association
2. The President shall have the power to appoint committee chairs with the approval of the Board, and to create and appoint ad-hoc committees as he/she finds necessary to achieve the Alumni Association's objectives
3. Each Officer shall serve a term of three years or until their successors have been duly elected. No Officer shall hold the same office for more than two consecutive terms
4. The President shall be a voting member of all committees
5. The President shall be responsible for the direction and management of the business of the Alumni Association and shall see that the orders and resolutions of the Board are carried out
6. The President shall submit a report to the membership on the significant events of his/her administration at the Board's two annual meetings
7. In the event that the President is unable to attend a meeting of the Board, he/she will delegate authority to the Vice President to preside over the meeting
8. The President may rely on University staff to assist him/her in the performance of these duties

B. Vice President

1. Vice President supports the President and assumes his or her duties when the President is not available. The Vice President assists with setting meeting agendas and shall preside at all meetings of the Board
2. The Vice President may rely on University staff to assist him/her in the performance of these duties

C. Secretary

1. The Secretary shall maintain and assist in the recording and distribution of the minutes, records and documents of the Board
2. The Secretary shall manage and certify the Alumni Association's elections, as directed by the Board
3. The Secretary may rely on University staff to assist him/her in the performance of these duties

ARTICLE VI

Committees

A. Standing Committees

There shall be the standing committees named in the Bylaws, whose chairs must be members of the Board and shall be appointed by the President with approval of the Board. New standing committees require Bylaws amendments while other new committee functions can be handled through Ad Hoc committees in section "B" below

1. Executive Committee

The President shall serve as the Chair of the Committee whose members shall be the Vice President, Secretary, the Chairs of each other Standing Committee and any past Presidents who currently serve on the Board. Between meetings of the Board, the powers

and duties of the Board shall be vested, exercised and performed by the Executive Committee

2. Governance Committee

The President appoints the Chair of this Committee, which is responsible for recruiting, interviewing and recommending a slate of candidates for election to the Board; and for identifying a diverse representation of the various disciplines among the alumni body. This committee is responsible for nominating Officers of the Board. Nominees for Officers and members of the Board are subject to a majority vote by the Board. This committee is responsible for reviewing existing Officers' term limits, for coordinating the process for the presentation of the candidates of the Allan Rosenfield Alumni Award for Excellence, and for reviewing bylaws and recommending changes as necessary

3. Development Committee

The President appoints the Chair of this Committee, which is responsible for strategizing fundraising-related programs and appeals, and for identifying new resources and sponsorship consistent with the goals and mission of the School. The Committee is also responsible for encouraging alumni and full Board participation in the Alumni annual fund, the *Fund for Public Health Leadership*

4. Special Events Committee

The President appoints the Chair of this Committee, which is responsible for facilitating alumni participation in the Alumni Association events, and for assisting in the planning and hosting of various alumni activities, including the annual Alumni Summit and reunion dinner. The Committee shall recruit alumni to attend events, assist in event promotion, and help shape event programming, when applicable

5. Alumni Mentoring Committee

The President appoints the Chair of this Committee, which is responsible for connecting students and other alumni with opportunities including but not limited to internships, fellowships, jobs and professional networking events. Members shall lend their own knowledge through mentoring and assist in bridging connections between students and alumni with the goal of helping students obtain professional public health positions. Job interview and application advice and training are also encouraged. The Committee will partner closely with the Office of Alumni Affairs, Office of Career Services, and Office of Student Affairs

B. Ad Hoc Committees

The President may establish ad hoc committees as necessary to further the purposes of the Alumni Association

ARTICLE VII

Amendments

These Bylaws may only be altered by an amendment put forth to the Board in writing and approved by majority vote at an official meeting