



Ross University School of Veterinary Medicine Alumni Association Alumni Advisory Council - Constitution, Governance and By-Laws

ARTICLE I — MISSION, VISION, VALUES

Mission

The mission of the Alumni Association is to connect, engage, and celebrate alumni, students, faculty, staff, corporate partners, and friends of Ross University School of Veterinary Medicine (RUSVM).

Vision

To build lifelong relationships and cultivate pride with alumni, students, faculty, staff, and friends that support the success of RUSVM.

Values

The values of the Association are:

- **Engagement** – we provide opportunities for our alums to be involved in the campus life, success and alumni community of RUSVM.
- **Success** – we celebrate the best of RUSVM.
- **Lifelong relationships** – we maintain and generate connections with alums, between alums and between alums and the Ross campus community.
- **Post-graduation support** – we continue to support our alumni post-graduation and throughout their careers.
- **Pride** - by celebrating the achievements of our alums, we instill pride in our alumni community, student body, employers of RUSVM graduates, perspective students and their families and the veterinary profession.

ARTICLE II — MEMBERSHIP

All graduates of Ross University School of Veterinary Medicine are automatically enrolled as member of the Alumni Association. Graduates include those who have been awarded a DVM, or a postgraduate degree or who have completed three consecutive semesters and have left the university in good standing.

ARTICLE III — GOVERNANCE

Section 1: Responsibilities

The Advisory Council of the Alumni Association (the “Alumni Council”) shall be the governing body and shall carry out its mission and policies. To the extent feasible, the Alumni Council



should be representative of the range of degree programs awarded by RUSVM and reflect the geographic, class year, and career diversity of its alumni. To reach these goals the Alumni Advisory Council will utilize many of the items below to accomplish the goals of the association:

- a) Act as the liaison between the alumni community and the RUSVM campus and leadership;
- b) Provide feedback from alumni to the RUSVM Dean's Council;
- c) Establish policy and programs necessary to carry out the mission of the Alumni Association;
- d) Oversee a regional network of RUSVM alumni ambassadors;
- e) Provide advice to the RUSVM Student Government;
- f) Appoint alumni as class advisors for semesters 1-7 and regionally for clinical sites, where possible;
- g) Refer potential DVM applicants to RUSVM; and
- h) Promote engagement in all alums and disseminate information to the alumni community.

Section 2: Alumni Council membership

The Alumni Council shall consist of no less than Seven (7) members, but no more than ten (10) members. This includes the Officers of the Alumni Council (3), and up to seven (7) at-large members. In addition, the Alumni Council may include four (4) *ex-officio* members, two (2) student members.

Section 3: Roles and Responsibilities

The officers of the Alumni Council are the President, Vice-President, and Secretary.

President: The President shall:

- a) Perform and carry out decisions of the Alumni Council; Preside at all meetings of the Council;
- b) Be an *ex-officio* member of all committees appointed by the Alumni Council (see below);
- c) Appoint committees and committee chairs of the Association; and
- d) Acting in accordance with requirements of the Association's Bylaws, may exercise other tasks of such office.

Vice-President: The Vice-President shall:

- a) Perform the duties of the President on all occasions when the President is absent or unable to fulfill the duties of the President and, in so acting, shall have the powers of the President;
- b) Assist the President in carrying out the decisions of the Council; and
- c) Perform other duties at the request of the President and the Board.



Secretary: The Secretary shall:

- a) Request items for discussion from the Alumni Council and constitute the meeting agenda
 - b) Maintain a record of the proceedings of all meetings of the Alumni Council and of all other matters of which a record may be deemed advisable by the Board;
 - c) Keep a roll of the members and may issue notices of all meetings of the Alumni Council;
 - d) Report to the Alumni Council at each general meeting and at any other time as required;
- and

Officers may serve no more than three (3) consecutive two (2) year terms in the same office.

At-Large Alumni Council Members: These Members will:

- a) Submit items for discussion at Alumni Council meetings
- b) Report back on action items that are assigned to, if applicable
- c) Vote on Alumni Council decisions

With regards to the operational activities of the Alumni Council, the duties may include:

- Establish the agendas for Alumni Council meetings and retreats;
- Identify a sub-group from the Council membership to make decisions for the Council if a situation arises where it is not possible to obtain quorum;
- Set expectations for all Council members;
- Coordinate orientation of new Board members;
- Annually review the by-laws and all other Association policies;
- Define what constitutes possible conflicts of interest;
- Establish procedures to deal with real or possible conflicts of interest and annually disclose any such possible conflicts for Alumni Council members and officers; and
- Publish and distribute annual reports that detail the Association's mission, programs, achievements, Alumni Council members, and all other pertinent information.

Section 4: Elected term and election proceedings

The inaugural President, other officers and at-large members shall be chosen by the alumni staff team, in agreement with the Associate Dean for Student and Alumni Affairs and seconded by at least five other members of the Association, the term will begin at the first Council meeting held. The inaugural Alumni Council membership will be formally ratified by the next available Dean's Council following the first Alumni Council meeting.

Officers of the Alumni Council may thereafter be elected by and from among the members of the Council. To be eligible for an executive position members must have served at least one year on the board prior to nomination.



Following the two year of operation of the inaugural Alumni Council membership, elections will take place. All members of the Association can nominate candidates or self-nominate for open at-large member positions of the Alumni Council. Association Members will have a period of two (2) weeks to submit their nominations. They must have prior agreement from nominees to submit their nomination. Nominees/self-nominees will enter a ballot and the candidates who receive the highest number of votes will be appointed to the open positions. Election to the Alumni Council for at-large members requires a majority vote of the Alumni Council. Elections may be conducted by telephone, facsimile, mail, or at Board meetings.

Unless otherwise specified at the time of election, each elected officer and at-large member shall serve a two (2) year term of office, beginning at the end of the general meeting at which he/she is elected.

The term of office for officers and may be staggered so that approximately one-third (1/3) expire each year. An officer or may serve no more than three (3) two (2) year terms.

The term of office for at-large members shall be for a two-year term. At the end of the two-year term, the at-large member can be nominated for another two year term or step away from the council.

Any member of the Alumni Council may resign at any time by giving written notice of such to the Alumni Council's Executive Officer and such resignation may be effective immediately upon receipt.

Section 5: Executive Officer

The Assistant Director of Alumni Relations shall serve as Executive Officer of the Alumni Council. The Executive Officer is the chief administrative officer of the Alumni Council and is accountable to the RUSVM leadership. The Executive Officer shall:

- Report on action items arising from regular meetings of the Alumni Advisory Council to the Ross leadership for ratification
- Assist in implementing out the policies and programs brought forward by the Alumni Advisory Council, and
- Oversee the day-to-day operations and activities of the Association.

Section 6: Ex-Officio Members

The Dean of Ross University School of Veterinary Medicine, Associate Dean for Student Affairs and Alumni Relations, the Director of Scholarships and International Affairs may serve as *ex-officio* members.



ARTICLE IV - MEETINGS

Section 1: Regular Meetings

Regular meetings of the Alumni Council may be held four (4) times per year — in the summer, fall, winter and spring: Two (2) in person and two (2) via conference call. The fall meeting shall be held in St. Kitts before or during the West Indies Veterinary Conference (WIVC). The spring meeting will be held in Miami during Commencement weekend. Meeting dates will be disseminated electronically via email by the Executive Officer of the Council, in agreement with the President. Notice of regular meetings must be given at least one month (3) weeks prior to the date of the meeting.

Section 2: Special Meetings

Special meetings of the Board may be called at any time by the President or a majority of members. Such meetings must be communicated to the Executive Officer for dissemination to the Alumni Council through electronic means. Notice of special meetings must be given at least four (4) weeks prior to the date of the meeting.

Section 3: Annual Meeting

The Annual Meeting of the Alumni Council will be held in St. Kitts during WIVC. It may be open to all alumni and advertised in advance through an annual WIVC registration email, and the RUSVM website.

Section 4: Absence of Members

Any member or officer that misses two (2) unexcused regular board meetings during the twelve (12)-month period beginning January 1 and ending December 31, without a justification considered acceptable by the Alumni Council, may be removed from the Alumni Council. The President will notify said member of their removal and the Alumni Council may appoint a replacement to serve the unexpired term until a formal election can be held. Any elected Alumni Council members may be removed by the affirmative vote of two-thirds of the Alumni Council members at a duly constituted meeting.

Section 5: Quorum

At all meetings of the Alumni Council, a minimum of fifty percent (50%) of all members may be necessary and sufficient to constitute a quorum. The action of a majority of voting members present at any meeting at which there is a quorum may be the act of the Alumni Council, except where otherwise specifically required by statute or these by-laws. If there is less than a quorum present at any meeting, a majority of those present may adjourn the meeting until a quorum is achieved.



All matters shall be decided by a majority vote of those members eligible to vote present, except as otherwise provided by statute or these by-laws. Each voting member may be entitled to one vote on each issue presented.

ARTICLE V — COMMITTEES

The President may appoint all at-large Alumni Council members to serve on one or more committees of the Association. Committees include, but are not limited to:

Events and Chapters

- Conferences
- Regional Chapters
- Regional Events
- West Indies Veterinary Conference (WIVC)

Leadership

- State level
- National level
- Potential RUSVM applicants to apply

Engagement

- Survey review
- Newsletter and magazine input

Ad Hoc Committees may be appointed, as needed, by the President.

ARTICLE VI — REGIONAL EVENTS

The Association may establish a regional alumni network. Regional activities may be planned according to alumni demographics and interests, and will be coordinated by the Association.

ARTICLE VII — AMENDMENTS

The Constitution and by-laws may be amended at any Meeting by a two-thirds (2/3) majority vote of the Alumni Council. Any member of the Alumni Council may present an amendment as a meeting agenda item.

ARTICLE IX — RULES OF ORDER

The business of the Alumni Council may be conducted in accordance with Robert's Rules of Order, except as herein otherwise provided.



ARTICLE X — ALUMNI COUNCIL DISSOLUTION

A dissolution petition or motion may be made during a regular meeting of the Alumni Council and go forward in the same manner as a Constitution or bylaws amendment as set forth in Article VII.

RUSVM reserves the right to dissolve and re-form the Alumni Council to ensure that the interests of the Association are preserved. Dissolution the Alumni Council by RUSVM leadership must be approved by the Dean's Council and communicated to the President of the Alumni Council by the Associate Dean for Student and Alumni Affairs by electronic means or in person. Dissolution of the Alumni Council is effective immediately upon the President's receipt of the order of dissolution. The Executive Officer will be responsible for disseminating the approval of dissolution to the other members of the Alumni Council.

Re-instatement of a new Alumni Council membership may be undertaken through the normal election procedures set forth in Article III, Section 4, following dissolution of the Alumni Council.