

Mission

Our mission is to build life-long, interprofessional relationships that support the financial stability and future of our University, its mission, and strategic plan initiatives.

Bylaws

Article 1- Purpose

Section 1.1 Purpose. The purposes of the Alumni Board of Directors are to:

- A. create an organization regionally, nationally and globally, that works toward strengthening the relationship between alumni and the University;
- B. provide leadership that will meet the volunteer needs of the DMU Mission;
- C. assist with fundraising efforts;
- D. facilitate the dissemination of information to alumni of updates and changes at the University, including status, strategic plan and new initiatives;
- E. provide a vehicle for the suggestion, evaluation, and consultation of alumni on matters of significance to the alumni and the University;
- F. work in a collaborative manner to create cohesion and professionalism within and across all Colleges and programs in support of DMU students and the entire University;
- G. serve as advisory board to University President, Provost, Deans, and leadership.

Article II – Membership

Section 2.1 Alumni Membership. Shall hold academic degrees from Des Moines University.

Section 2.2 Membership Dues. There shall be no dues for membership in the Alumni Association.

Article III – Board of Directors

Section 3.1 Number & Composition. The DMU Alumni Board of Directors shall consist of a minimum of five members from the College of Osteopathic Medicine, a minimum of three members from the College of Health Sciences, and a minimum of two members from the College of Podiatric Medicine and Surgery. The Student Government Association President from each College will also be invited to attend - as ex-officio. In no case shall membership on the DMU Alumni Board of Directors exceed 15.

Section 3.2 Administrative Support. A member of the Development and Alumni Relations Department at Des Moines University will provide support and staffing for the Alumni Board.

Section 3.3 Selection of Board Members. Directors will be elected by the alumni board of directors based on eligibility, nomination(s) and application and confirmed by the DMU Board of Trustees.

Section 3.4 Vacancies. Vacancies will be filled by board nomination and appointment. The board will nominate and appoint the vacancy based on review of eligibility, nomination(s) and application. The vacancy must be filled by an alumnus/na of the same college, and the term shall start at the beginning of the next fiscal year on July 1st. The appointee shall serve the remainder of the term, unless elected to a term that is greater than 18 months, in which case will count as a full term.

Section 3.5 Responsibilities/Expectations. The responsibilities of the DMU Alumni Board of Directors include:

- A. to prepare for, attend, and participate in regularly scheduled board meetings;
- B. endorse and support the University strategic plan and initiatives;
- C. plan, direct and implement the DMU Alumni Association's strategic plan in a manner consistent and supportive of the DMU strategic plan;
- D. be familiar with the programs and activities sponsored, organized, and coordinated by the Alumni Relations and Development offices;
- E. serve as an ambassador and work collaboratively for the University through interactions with the board of trustees, president, provost, deans, students, faculty, staff, and its communities;
- F. represent the Alumni Association at DMU events and encourage attendance from colleagues;
- G. identify, cultivate, and recruit alumni to support areas such as student recruitment, preceptorships, rotations, capstone and internship sites, mentoring, Global Health, event programming, financial support, and more;
- H. leverage alumni talents and resources to benefit DMU;
- I. contribute at a minimum of President's Society giving level;
- J. exemplify commitment and support to DMU;
- K. be in good standing with his/her profession; and
- L. have a desire and passion to serve in this leadership role.

Section 3.6 Term of Office. Directors shall serve no more than three consecutive, three-year terms. A director must sit out a minimum of one year following completion of three consecutive terms before election to any subsequent term of service. One third of the Board will be elected each year.

Article IV – Meetings

Section 4.1 Place of Meetings. There will be at least two meetings held annually.

Section 4.2 Special Meetings. Special meetings may be called by the president of the board and will usually be held via conference call. Notice should be given 30-days in advance and agendas and necessary documents distributed via email at least seven days in advance; more than 50 percent of the board must be able to attend to create a quorum.

Section 4.3 Notice of Meetings. All regular meetings will be scheduled at least 6 months in advance and agendas and necessary documents will be distributed via email at least seven days in advance.

Section 4.4 Attendance Requirements. Attendance is expected at the semi-annual meetings and will be tracked by a member of the Development and Alumni Relations Department. Requests for excusal from attendance shall be submitted to the president for approval. Two consecutive unexcused absences will result in review by the officers to determine continued service on the board of directors.

Section 4.5 Quorum. Any action which could be authorized at a meeting of the DMU Alumni Association Board of Directors shall be authorized by an affirmative vote of more than 50 percent of the members. Votes that are required via electronically, require two-thirds percent board participation to be authorized.

Article V – Officers

Section 5.1 Officers. The following officers of the Association will be elected at the first board meeting of the calendar year and will assume duties and powers the following meeting. Officer roles shall consist of:

- A. President
- B. Vice President
- C. Secretary

Section 5.2 Officer Election/Term of Office. Officers will be elected by the members of the DMU Alumni Board of Directors and shall serve a one-year term. All officers shall be limited to three consecutive terms in any office.

Section 5.3 Vacancies. A special election of the board will be held to complete the remaining term of the vacated office.

Section 5.4 Duties and Powers of Officers. All officers of the DMU Alumni Board of Directors will provide strategic direction, serve as a liaison between alumni and the University, and be responsible for increasing the overall visibility of the Alumni Association.

- A. **President.** The president of the board shall preside at all meetings of the alumni board. The duties of the president shall include, without limitation, to:
1. provide leadership in the governance and management of the association;
 2. ensure the board establishes its objectives and implements plans to achieve them;
 3. create and maintain a management organization that enables the association to achieve its goals;
 4. consults with University administration on interests of the board and the alumni;
 5. assumes responsibilities as delegated from University leaders and the DMU Alumni Board of Directors;
 6. perform all duties and have all powers incident to the position of President.
- B. **Vice President.** In the absence of the president, the vice-president will assume the duties of the president.
- C. **Secretary.** The secretary will work with a member of the Development and Alumni Relations Department to document and provide minutes of all official meetings.

Article VI – Resignation and Removal

Section 6.1 Resignation and Removal. Any officer or board member may resign by written notice to the president of the alumni board. The president may resign by written notice to the vice president. Removal from the board may occur if the board officers determine: there is failure to meet eligibility criteria; participation in unethical activities; conflict of interest as indicated in Article VIII; or if action is perceived as constituting a misrepresentation of DMU. The officer or board member will receive one warning – personal phone call from the president or vice president – outlining the final warning of expectation to remain in the role, followed by a letter detailing the conversation. If the officer or board member remains non-compliant, a letter and certificate of appreciation will be mailed to notify the individual of removal from the respective leadership role.

Article VII – Conflict of Interest/Confidentiality Agreement

Section 7.1 Disclosure. Any duality of interest or possible conflict of interest on the part of any member of the DMU Alumni Board of Directors shall be disclosed to and made a matter of knowledge.

Section 7.2 Conflict of Interest/Confidentiality. Each director shall exercise the utmost good faith in all transactions touching upon their duties to the association and the University. In dealing with, and working on behalf of the association, they shall be held to a strict rule of honest and fair dealings. They shall not use their positions, or knowledge gained therefrom, in such a way that a conflict might arise between their own interest and that of the association and Des Moines University. A confidentiality agreement must be signed on an annual basis for the Alumni Board of Directors.

Section 7.3 Employees of the University. Full-time employees of the University may not be a member of the DMU Alumni Association Board of Directors.

Article XIII – Amendments

These bylaws may be amended or repealed or new bylaws may be adopted by a vote of 2/3 of the full Alumni Board of Directors and confirmed by the Board of Trustees.

The DMU Board of Trustees has the final governing jurisdiction over the DMU alumni board to ensure the actions and work of the alumni board best represent DMU. As a result, the board of trustees can make changes to the entity as deemed appropriate to ensure adherence to the mission and vision of the institution.