

BYLAWS
of the
ALUMNI ASSOCIATION
of the
SCHOOL OF NURSING
HOSPITAL OF THE
UNIVERSITY OF PENNSYLVANIA

Organized February 13, 1893
Incorporated July 12, 1910
Revised April 3, 1922
Amended November 5, 1928
Revised October 3, 1932
Revised and Amended May 4, 1936
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Amended 1957
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The first building of the Hospital of the University was completed and the Inaugural Ceremony took place on June 27, 1874. Prior to the completion of the Hospital, the subject of a training school for nurses in connection with the Hospital was considered. A committee consisting of Dr. William Pepper, Dr. Francis Smith and Mr. Richard D. Wood reported to the Board of Managers that it was in their opinion that it would be appropriate to found a training school.

In February, 1886, the Board of Trustees of the Hospital of the University of Pennsylvania responded to the Board of Managers of the Hospital and they agreed *"That a training school for nurses should be started without delay in connection therewith, that a capable woman experienced in the management of a hospital and training school combined, shall as soon as possible be placed in charge of the administration and nursing of the hospital."*

And so, Charlotte Marie Hugo was appointed as the first Superintendent of Nurses for the new Training School. Miss Hugo, a well-educated gentlewoman of Devonshire, England was trained as a nurse in the Nightingale School.

In the beginning, the nurses were trained in two stages; a one- year certification and a two -year diploma course. In 1893, the course was extended to three years. On June 1, 1887, Mary J. Burns became the first graduate of the School in a one- year program. On November 1, 1888, the first class of two-year diploma graduates completed all course work. There were twelve members of that class who were called together in a vacant ward of the Hospital and handed their diplomas. However, even in those days, thought had been given to an award for the student who distinguished herself in her training.

A beautiful medal had been designed by order of the Training School Committee, with the Superintendent, for presentation to the honor student of the class. This prize called the *'Nightingale Medal'* was in the shape of a gold coin, with the profile of Florence Nightingale and the Latin motto, *'Non ministrari sed ministrare*, (Not to be ministered unto, but to minister) on one side, and the name of the training school and date on the other. The first recipient was Mary A. Fisher, of Reading, Pennsylvania, to whom it was presented for general excellence.

Involved with the early development of the school were such famed directors as; Jane A. Delano, who organized the Red Cross Nursing Services Sophie F. Palmer, one of the founders and the business manager of the American Journal of Nursing; and Linda Richards, America's first *"Trained Nurse."*

Since the beginning, graduates of the Training School of the Hospital of the University of Pennsylvania have distinguished themselves with their accomplishments. In 1891, a HUP nursing graduate, Mary Clymer, became the first operating room nurse in the nation. In 1905, records show that another graduate, Anne Marie Rose, became the first nurse anesthetist. Others have founded schools of nursing, many served abroad during the First and Second World War, the Korean War and the Vietnam conflict. The honor of becoming one of the first aerospace nurse also belongs to one of our graduates, Col. Blanche Friday '54. Another graduate, Captain Veronica M. Bulshefski

'37, served as Director of the United States Navy Nurse Corps from 1966-1970.

During the ninety-two years of the School's existence it educated and graduated more than 5000 registered nurses. In 1969, the school enrolled its first male student. The School of Nursing closed its doors in June, 1978, shortly after graduating its last class of eighty-eight students. Its impact on the profession will continue in the many roles of leadership, nursing management, education and clinical practice positions which will perpetuate the commitment to excellence, the hallmark of the school since its conception. Few institutions can point with such satisfaction to the significant and, in many cases, everlasting contributions of its graduates to the benefit of mankind.

There were many changes in the school throughout its history yet two things remained constant. The school cherished its traditions of the cap and school pin. As the years pass, the cap or pin are found in many parts of the world. As representatives of one of the earliest and finest diploma schools in the United States those who wear the cap or pin help to link the traditions of past with the technology of the future in a continuous chain of outstanding nursing care and community service.

The Alumni Association, organized in 1893, continues to be an active organization preserving the legacy and history of the school. It supports nursing through philanthropic activities and scholarship.

BYLAWS

Alumni Association of the School of Nursing of the Hospital of the University of Pennsylvania, Philadelphia, Pennsylvania

ARTICLE I - Title and Function

SECTION 1. The name of this association shall be the Alumni Association of the School of Nursing of the Hospital of the University of Pennsylvania hereinafter referred to as the "Association."

SECTION 2. The purpose of the Association shall be to serve as a means of promoting the unification of the graduates of the School of Nursing of the Hospital of the University of Pennsylvania in cooperative planning to foster the professional advancements and interests of the graduates of the School, and the profession of nursing.

SECTION 3. The functions of the Association shall include the following:

- a) To encourage individual graduates to participate in class and Association activities.
- b) To encourage dialogue and interaction among alumni in order to foster fellowship and professional growth.
- c) To promote professional education and advancement of alumni members through the maintenance of a program of financial assistance.
- d) To continue contributions to our funds that are established with The Philadelphia Foundation.
- e) To disseminate information to alumni regarding activities of the Association.
- f) To preserve historical documents and materials of the School of Nursing and the Association in a permanent archival collection.

ARTICLE II - Membership

SECTION 1. All graduates of the School of Nursing of the Hospital of the University of Pennsylvania are eligible for membership in the Association upon written application and payment of dues.

SECTION 2. Life membership in the Association.

- a) Life membership is granted to members who have paid membership dues for twenty-five years or to members who have paid dues in an amount to be determined by the Board of Directors at the beginning of any membership year.
- b) Life members shall pay no dues following the date the Life Membership commences and they shall be entitled to all rights and privileges of membership.

SECTION 3. Only members of the Association shall be entitled to hold office, serve as chairperson or as a member of standing committees.

SECTION 4. Honorary Recognition

- a) Honorary Recognition may be conferred by a unanimous vote of the Board of Directors at the annual or any special meeting of the Association upon a person who has rendered distinguished service and/or valuable assistance to the Association.

- b) Honorary Recognition carries no membership rights or privileges.

ARTICLE III - Dues

SECTION 1. To be a member in good standing, dues shall be paid to the Association annually.

SECTION 2. The amount of the annual dues will be fixed by the Board of Directors prior to the beginning of any membership year.

ARTICLE IV - Officers and Duties of Officers

SECTION 1. Officers.

- a) The elected officers of the Association shall consist of the President and President-elect.

SECTION 2. Eligibility.

- a) Only members of the Association shall be eligible to hold elected offices as specified in Section 1 of this ARTICLE.

SECTION 3. Term of Office.

- a) All elected officers, except President, shall be elected by a mail ballot of the membership in the month of March to serve for a term of two years, as specified in Section 4 of this ARTICLE. The President-elect shall automatically succeed to the office of President for a full term at the end of the full term served as President-elect.
- b) The President-elect shall be elected every other year.

SECTION 4. Vacancy in Office.

- a) A vacancy in the office of the President shall be filled by the President-elect and the office of President-elect shall be filled by an appointee of the President and Board of Directors.
- b) If a vacancy occurs in the office of the President-elect, the Board of Directors shall appoint a successor to serve throughout the balance of the officer's unexpired term. An unexpired term shall be considered a full term of office.

SECTION 5. The President shall:

- a) Preside at all meetings of the Association.
- b) Represent the Association where and when required.
- c) Serve as chairperson of the Board of Directors.
- d) Serve as an ex-officio member of all standing committees, except the Nominations Committee.
- e) Appoint the chairperson of all committees.
- f) Appoint a member of the Alumni Association to fill vacancies on the board.
- g) Prepare and present an annual report at the Annual Meeting.
- h) Call a special meeting of The Board and/or General Membership upon request of no less than 4 Board members or 20 general members
- i) Be authorized to countersign payment vouchers at the direction of the Board of Directors.
- j) Perform such other duties as designated by the Board of Directors.

SECTION 6. The President-elect shall:

- a) Perform the duties of the President during the President's absence or inability to serve.
- b) Serve as Parliamentarian of the Association. (See article 9)
- c) Perform such duties as assigned by the President.

SECTION 7. The Secretary shall:

- a) Keep the minutes of all meetings of the Association.
- b) Maintain office
- c) Preserve all papers, letters and records of all transactions and conduct the correspondence of the Association.
- d) Distribute minutes and notices of all meetings.
- e) Keep up-to-date lists of active and life members and provide same to the Nominating Committee.
- f) Mail Holiday Remembrances as directed by the Board of Directors.

SECTION 8. The Treasurer shall:

- a) Prepare an annual budget for presentation to the Board of Directors.
- b) Consider and recommend plans for the investment of the Association funds in conjunction with firm/firms approved by the Board of Directors.
- c) Consider and advise as to any extraordinary disbursement of funds.
- d) Consult and advise as to any deficiencies in meeting the annual budget.

ARTICLE V - Elections

SECTION 1. Elections of Officers and Directors as provided for in ARTICLES IV and VIII of these bylaws shall be held by mail ballot prior to each annual meeting of the Association.

SECTION 2. Elections of officers and Directors shall be held during the month of March.

SECTION 3. Annually, and at least fifteen days prior to the date for the ballot to be returned, ballots setting forth the slate of candidates shall be mailed, one to each current member of the Association.

SECTION 4. Ballots shall be sent to such members at their last address contained in the records of the Association and shall be returned enclosed in the special envelope provided for that purpose, postmarked no later than the date specified on the ballot.

SECTION 5. The elections provided for in SECTION 1. of this ARTICLE shall be decided by plurality of the votes cast. A tie vote will be decided by lot.

SECTION 6. Prior to the annual meeting the Chair of the Nominations Committee and their appointees shall count and validate the counting of the ballots, prepare a report of such and submit to the President of the Association no later than three days prior to the Annual Meeting. The counted sealed ballots shall be stored for sixty days following the Annual Meeting then destroyed by the Chairperson of the Nominations Committee.

ARTICLE VI - Meeting of Members

SECTION 1. Annual Meeting.

- a) There shall be an Annual Meeting of the members of the Association held during the month of April or May at a time and place to be determined by the Board of Directors.
- b) Written notice of the time and place of the Annual Meeting shall be mailed to all members of the Association at least four weeks prior to the date of the meeting.
- c) The purpose, agenda, and program for the meeting shall be stated in the notice of the meeting to members.

SECTION 2. Special Meetings.

- a) Special meetings of the members may be held at any time as ordered by the President or Board of Directors.
- b) Written notice of the time and place of a Special Meeting shall be mailed to all members of the Association at least two weeks prior to the meeting.
- c) The purpose and agenda for the meeting shall be stated in the notice of the meeting sent to members.

ARTICLE VII - Voting Body

SECTION 1. Each member shall be entitled to one vote on all matters coming before any meeting of the members of the Association.

SECTION 2. Voting for Officers and Directors shall be by mail as is specified in ARTICLE V, SECTION 1.

SECTION 3. The members present at the Annual Meeting of the Association may adopt such rules of procedure for the transaction of business at such meeting as they may deem suitable. The members present at any Annual Meeting of the Association may adopt the agenda for that particular meeting.

ARTICLE VIII

Board of Directors and Duties of the Board of Directors

SECTION 1. All powers of the Association are vested in and shall be executed by the Board of Directors and past President for 2 years unless otherwise specified in these bylaws.

SECTION 2. The Board of Directors shall be composed of the elected officers of the Association, six elected Directors, the chairpersons of all standing committees and the immediate past president of the Association who, upon completion of the full term as President, shall serve as a Director for a period of two years.

SECTION 3. The President and the Board of Directors shall appoint the secretary and treasurer of the Association.

SECTION 4. Only members of the Association shall be eligible to be elected to membership on the Board of Directors.

SECTION 5. All elected Directors shall be elected by ballot of the membership in the month of April, prior to the Annual Meeting, to serve for a term of two years.

SECTION 6. One half of the elected Directors shall be elected in the even years and one half in the odd numbered years.

SECTION 7. In case of a vacancy in the office of an elected Director, the President shall appoint a member to serve the balance of the term. An unexpired term shall be considered a full term of office.

SECTION 8. Other interested persons may be invited to attend meetings of the Board of Directors upon the invitation of the President when authorized by the Board of Directors.

SECTION 9. There should be six regular meetings of the Board of Directors from May through April.

SECTION 10. The agenda procedure for each year shall be established at the first meeting of the Board of Directors held following the Annual Meeting of the Association.

ARTICLE IX- Committees

SECTION 1. The Standing Committees shall be:

- a) Bylaws
- b) History and Archives and Alumni Office
- c) Emergency Assistance
- d) Remembrance
- e) Scholarship.
- f) Membership.
- g) Social/Program
- h) Newsletter.
- i) Nominations.
- j) Philanthropic.
- k) Web Page

SECTION 2. The Board of Directors may establish additional committees as it deems necessary. Members, duties, and terms of office shall be determined by the Board of Directors.

SECTION 3. Unless otherwise expressly provided in these bylaws, any member shall be eligible to serve as a member of any committee.

SECTION 4. The President shall be an ex-officio member of all committees, except the committee on Nominations.

SECTION 5. The chairperson of each standing committee unless otherwise provided for in these bylaws shall be appointed by President of the Association with the approval of the Board of Directors. The members of each committee shall be appointed by the chairperson.

SECTION 6. The chairperson of all standing committees shall serve as members of the Board of Directors, ex-officio, with vote.

SECTION 7. The chairperson of each committee shall maintain a record of the activities of the committee and present a written report at meetings of the Board of Directors as well as a written report at the Annual Meeting of the membership which summarizes activities of the past year. All reports will be filed for keeping by the Secretary.

SECTION 8. The Committee on Bylaws shall:

- a) Review the Bylaws biennially.
- b) Prepare revisions of the Bylaws as necessary.
- c) Submit revisions to the Board of Directors for approval and then to the membership for action at the annual meeting.

SECTION 9. Committee on History and Archives and Alumni Office shall:

- a) Seek out items of significance to the Association.
- b) Stimulate interest in collecting and preserving items of historical significance

to the Association.

- c) Identify, record, and catalog items collected.
- d) Initiate measures to preserve archival items.
- e) Encourage and initiate writing and documentation of significant events.
- f) Assess needs for equipment and supplies for the Alumni Office
- g) Recommend the procurement of or repair of equipment and furnishings for the Alumni Office.

SECTION 10. The Committee on Emergency Assistance shall:

- a) Review and assess the need for financial or other assistance to members which result from fire, accident, personal injury, illness or other catastrophic events brought to the committee's attention.
- b) Review each request on its own merits and prepare a recommendation in accord with the budget allocation.
- c) Submit a report of all committee deliberations to the Secretary to be maintained in a confidential file.
- d) Present each recommendation anonymously to the Board of Directors.

SECTION 11. The Committee on Remembrance shall:

- a) Mail condolences to families of deceased Alumni and Associates.
- b) Contact sick members by mail or visitation whenever possible.

SECTION 12. The Committee on Scholarship shall:

- a) Receive and review all requests for scholarships from members of the Association and make recommendations to the Board of Directors.
- b) Review the criteria annually and make recommendations to the Board of Directors.

SECTION 13. The Committee on Membership shall:

- a) Provide, via newsletter, application forms to graduates of the School of Nursing of the Hospital of the University of Pennsylvania who desire membership.
- b) Conduct an informational and promotional program to encourage continual membership in the Association.

SECTION 14. The Committee on Social/Programs shall:

- a) Be responsible for the program arrangements for the meetings of the Association as designated by The Board of Directors.
- b) Assume responsibility for overseeing the program portion of the meetings.
- c) Arrange luncheons and other social events.

SECTION 15. The Committee on Newsletter shall.

- a) Be responsible for collecting news items, editing as well as publishing the Newsletter at least two times a year.
- b) Publicize forthcoming events of interest to the Alumni.
- c) Publicize the Association's activities in local, state and national/professional publications and media.

SECTION 16. The Committee on Nominations shall:

- a) Prepare a slate of each office to be filled with candidates who have consented to serve if elected.
- b) Obtain a resume/bio sketch for publication with the ballot
- c) Present the completed slate at a meeting of the Board of Directors prior to the printing of the winter edition of the newsletter.

d) Assist in the preparation of the ballot for mailing to Association members.

SECTION 17. The Philanthropic Committee shall:

- a) Seek ways to increase contributions to the established funds at The Philadelphia Foundation.
- b) Disseminate information about the Association's funds with The Philadelphia Foundation.
- c) A member of the committee shall be the contact person to the Philadelphia Foundation.
- d) Committee chairs appoints a review panel of at least two people to review scholarship applications and make recommendations for funding.

SECTION 18. The Webpage Committee shall:

- a) Coordinate the design of the web page with the Alumni Office of the University of Pennsylvania School of Nursing.
- b) Obtain event information for inclusion on the web page.
- c) Ensure that the web page is updated as necessary.

ARTICLE X- Quorum

SECTION 1. Two officers and 4 out of 6 directors of the Association shall constitute a quorum for the transaction of business at the annual and special meeting of the Association.

SECTION 2. A majority of the Board of Directors shall constitute a quorum at any of the Board of Directors meeting.

SECTION 3. A majority of members of any committee shall constitute a quorum at any meeting of the committee.

ARTICLE XI - Fiscal Year

SECTION 1. The fiscal year of the Association shall be the calendar year.

ARTICLE XII- Amendments

SECTION 1. These bylaws may be amended at any Annual or special meeting of the Association by a plurality vote of the members present and voting provided that a copy is published on the association website in advance of the annual meeting.

SECTION 2. These bylaws may be amended at any Annual meeting of the Association without previous notice by a seventy-five percent vote of those members present and voting.

SECTION 3. Amendments to these bylaws will become effective immediately upon adoption unless otherwise specified in these bylaws or in the motion to adopt.

