

**Texas A&M University Health Science Center
School of Public Health
Department of Health Policy and Management**

**Texas A&M University Health Science Center MHA Alumni
Association**

Constitution and By-Laws

**Final Version 06-09-09
Revisions through 04-25-2024**

CONSTITUTION

ARTICLE I. NAME

The name of this Association shall be the Texas A&M University Health Science Center MHA Alumni Association (Association).

ARTICLE II. PURPOSES

The purposes of the Association shall be:

1. To promote communication, collaboration, understanding, and fellowship between and among the alumni/ae, faculty, students and friends of the Program.
2. To promote and to support the Texas A&M Health Science Center School of Public Health Master of Health Administration Program.
3. To encourage and assist in the training and placement of qualified leaders for the field of health administration.
4. To support the advancement of knowledge and techniques in the field of health administration.
5. To perform such other charitable and educational purposes as shall be consistent with the purposes hereinbefore described, and to receive and administer assets exclusively for charitable and educational purposes, no part of the earnings of which shall inure to the benefit of any private individual.

ARTICLE III. MEMBERSHIP

The membership categories of the Association shall be:

1. Active
2. Affiliate
3. Honorary
4. Emeritus
5. General Member

ARTICLE IV. OFFICERS

The Officers of the Association shall be:

1. Chairman
2. Chairman-Elect
3. Secretary-Treasurer.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1 The Board of Directors shall consist of Thirteen (13) members: the three Officers of the Association, Past-Chairman, Eight (8) additional elected members, and the Director of the MHA Program or their Designee, Department of Health Policy and Management who will be a voting, ex-officio Member. The Board of Directors shall have no more than one (1) affiliate member in its membership.

SECTION 2 Newly elected members of the Board of Directors shall serve for three-year terms.

SECTION 3 Annually, the current Board of Directors will appoint a Nominating Committee to select a slate of candidates, in accordance with the Association Constitution and By-Laws.

ARTICLE VI. DUES

Annual dues will be collected from the Active Members of the Association.

ARTICLE VII. PRINCIPAL OFFICE

SECTION 1. The principal offices of the Association shall be located in the offices of the Department of Health Policy and Management at the School of Public Health. Current address:

Department of Health Policy and Management
School of Public Health
Texas A&M Health Science Center
135 SPH Administration Building
Mail Stop 1266
College Station, TX 77843-1266

SECTION 2. All notices and correspondence to the Association shall be sent to the Director of the MHA Program within the Department of Health Policy and Management at the School of Public Health.

ARTICLE VIII. AMENDMENTS

The Constitution of the Association may be amended by a fifty-one percent majority of a quorum of the Board of Directors after being presented the recommended amendments by the Executive Board. The proposed amendment should have one reading at a board meeting prior to a vote being held. A vote shall be held no less than seven days from the initial reading and may be done at a succeeding board meeting or via electronic ballot.


_____, Chair
5/1/2024 Date


_____, Secretary
5/1/24 Date

BY-LAWS

ARTICLE I. MEMBERSHIP

SECTION 1. Active Membership shall include all individuals who have been awarded the Master of Health Administration degrees by the Department of Health Policy and Management of the School of Public Health of the Texas A&M University Health Science Center and have paid the appropriate dues. Active Members of the Alumni Association may hold office or vote in the election of the Board of Directors.

SECTION 2. Affiliate Membership shall include all individuals who work in the field of healthcare and have paid the appropriate dues. Affiliate Members must be nominated by the Director, Master of Health Administration Program, Department of Health Policy and Management or by at least one Active Member of the Alumni Association. Affiliate Members of the Alumni Association may vote and be elected to the Board of Directors but may not hold an officer position.

SECTION 3. Honorary Membership may be conferred upon any individual who has evidenced unusual interest in the School of Public Health, Master of Health Administration Program, or who has made substantial contributions in the field of health administration or the general field of health care. Honorary Members must be nominated by the Director, Master of Health Administration Program, Department of Health Policy and Management or by at least one Active Member of the Alumni Association. Such membership must be approved by a majority vote of the Board of Directors. Honorary Members have none of the rights of Active Members. Honorary Members may be appointed to serve in an advisory capacity on standing or special committees, although they shall have no vote on such committees.

SECTION 4. Emeritus Membership shall include individuals who have been Active Members of the Alumni Association and who have permanently retired from professional work. These individuals must request Emeritus Membership. Such membership must be approved by a majority vote of the Board of Directors. Emeritus Members have none of the rights of Active Members. Emeritus Members may be appointed to serve in an advisory capacity on standing or special committees, although they shall have no vote on such committees.

Section 5. General membership shall include individuals who have been awarded the Master of Health Administration degrees by the Department of Health Policy and Management. General Members have none of the rights of Active Members. General Member cannot be appointed to serve in an advisory capacity on standing or special committees. General Members will receive information regarding the MHA program, its graduates and other general Association activities.

ARTICLE II. MEETINGS

SECTION 1. The Board of Directors of the Association shall meet at least four times each year. A member of the Board of Directors is expected to participate in as least 50% of the calls (regardless of the number of meetings each year). Should a member of the Board of Directors not participate in 50% of the calls for the year, it will be considered a resignation from the Board and they will not be eligible for re-election to the Board the following year. Exceptional situations may be presented to the Board Officers for consideration of reinstatement. The Board of Directors of the Association shall meet at least one time each year.

SECTION 2. Special meetings of the Association Board may be called upon the order of the Chairman or any two members of the Board of Directors. The Secretary-Treasurer of the Association shall notify all Board Members of such special meetings in the same manner as for the Annual Meetings.

SECTION 3. At all meetings of the Board of Directors of the Association, seven (7) Directors then in office and in good standing as Active Members of the Association shall constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.

SECTION 4. Members of the Board of Directors may be present in a meeting of the Board of Directors by a conference call or similar telecommunications means by which all persons participating in the meeting may hear each other.

SECTION 5. Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting, without prior notice, and without a vote, if, before or after the action, all Directors or committee members consent thereto in writing. The written consent shall be filed with the minutes or proceedings of the Board of Directors or committee. Such consent shall have the same effect as a vote of the Board or committee for all purposes.

ARTICLE III. ELECTION OF BOARD OF DIRECTORS

SECTION 1. Each year four members shall be elected to the Board of Directors to serve a three (3) year term. The current Board of Directors of the Alumni Association shall appoint a Nominating Committee to select a slate of candidates for election to the Board of Directors. The Nominating Committee shall consist of: the Chairman of the Alumni Association, one other member of the Board of Directors, at least two Active Members of the Association who are not members of the Board of Directors, and the Director, Master of Health Administration Program as a voting, ex-officio Member.

SECTION 2. The Nominating Committee is responsible for identifying a slate of candidates from the Active Members of the Association who are willing to serve on the Board of Directors. Preferably, the slate should include candidates across the range of graduation years to provide a cross-section of the Association membership.

SECTION 3. The Secretary-Treasurer of the Association shall distribute a ballot to each Active Member at the address listed on the membership rolls at least thirty days prior to the end of the fiscal year. The ballot shall contain the names of and a brief biographical sketch for each of the candidates for election to the Board of Directors, and space for a write-in vote. Ballots must be returned to the Chairman for counting at least one week prior to the end of the fiscal year. Ballots may be cast by electronic means or mailing a paper ballot.

SECTION 4. The ballot in each election shall allow each Active Member to vote for as many candidates as there are open positions on the Board of Directors. Upon receiving the returned ballots, the Chairman shall count the votes for each candidate and rank order the candidates from most to least votes received. The open positions on the Board of Directors shall then be filled from the rank ordering from most to least votes received until all positions are filled.

SECTION 5. The members of the Board of Directors shall begin their term of office commencing on the following July 1.

ARTICLE IV. DUTIES OF BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall exercise all the rights and privileges of the Association in the conduct of its business except herein or hereafter reserved by the Association to itself.

SECTION 2. In the event of a vacancy between election periods of any elective office, the Board of Directors may fill such office for the unexpired term, by inviting the candidate for a Board position in the most recent election with the next highest number of votes.

SECTION 3. The revenues and expenses of the Alumni Association shall be under the control of the Board of Directors and it shall be the duty of the Board to safeguard the funds of the Association. The books of the Association shall be available for examination by any Active Member at all meetings of the Board of Directors and at other reasonable times and places.

ARTICLE V. ELECTION OF OFFICERS

SECTION 1. Each year the current Board of Directors shall elect the Chairman-Elect and Secretary-Treasurer for a one-year term, with no limit on the number of terms. A person serving as Chairman-Elect for the preceding term shall serve as Chairman for the upcoming term. The Chairman would serve in the capacity of Past-Chairman for the upcoming term. Officers must be elected by a majority vote of the entire Board of Directors.

Section 2. Board members may cast their votes by electronic means or by mailing a paper ballot.

SECTION 2. Officers shall begin their terms of office commencing on the following July 1.

ARTICLE VI. DUTIES OF OFFICERS

SECTION 1. The Chairman shall preside at all meetings of the Association and at all meetings of the Board of Directors. The Chairman shall appoint all committees and shall be a voting, ex-officio member on all committees. The Chairman shall perform such other duties as usually pertain to the office.

SECTION 2. The Chairman-Elect shall assume the duties of the Chairman in his/her absence or disability.

SECTION 3. The Secretary-Treasurer shall: (a) keep minutes of the proceedings of the Association and the Board of Directors and make an accurate and proper record of same; (b) be responsible for sending out notices and other written communications of the Association; (c) be responsible for the supervision of financial affairs of the Association under the authority of the Board of Directors; and (d) present to the Board of Directors and the Association a report of the financial operation of the Association at the end of each fiscal year.

ARTICLE VII. COMMITTEES

SECTION 1. The Association shall have the following standing committee: Executive Committee. The Executive Committee shall consist of the Chairman, Chairman-Elect, and Secretary-Treasurer, with the Director, Master of Health Administration Program, Department of Health Policy and Management serving as a voting, ex-officio member. The Executive Committee shall have the following duties and responsibilities:

1. Conduct the affairs of the Association and permit the Officers to take action between meetings of the Board of Directors as necessary, except for the limits reserved by the Association or Board of Directors.

2. Serve as the Credentials Committee for the recommendation of Honorary and Emeritus Members. (See Art 1.3 and 1.3.)

SECTION 2: The Board may designate such other standing committees as may be determined from time to time to meet the needs of the Association.

SECTION 3. The Chairman shall appoint from time to time such special committees as are deemed necessary. These committees shall be dissolved when the purpose for which they were appointed has been completed.

ARTICLE VIII. DUES

Dues shall be set by action of the Board of Directors on an annual basis.

There will be no annual fee or dues for any Honorary, Emeritus or General Members.

ARTICLE IX. AMENDMENTS

These Original By-Laws are adopted in pursuance of the Constitution adopted on the same date herewith, and they may be amended in the same manner as the Constitution of the Association.


The Board shall cause this Constitution and these Bylaws to be reviewed every two years.

ARTICLE X. CHARTER MEMBERS

Charter members of the Texas A&M University Health Science Center MHA Alumni Association are:

Adam B. Willmann (Constitutional Committee President) '07
Conor J. McGuire (Constitutional Committee Vice-President) '06
Stefanie Calhoun '10
Linda Clark '03
Christopher E. Johnson (Director, MHA Program)

Jorge E. Leal '08
Jennifer C. Lyons '08
Brandon McIntyre '10
Wendy J. Moreno '09
David E. Parker '05
Justin Perkins '05
James Warren Robicheaux '05
Heather A. Willmann '

 _____, Chair
5/1/2024 _____ Date

 _____, Secretary
05/1/24 _____ Date

Bylaws SPH MHA Alumni Association 04252024