

# ODME Undergraduate Pathway Programs Alumni Association Bylaws

## ARTICLE I – NAME

The name of the organization shall be “ODME Undergraduate Pathway Programs Alumni Association” (Association, UPPAA).

## ARTICLE II – PURPOSE

The purpose of the organization is to:

- create a community of alumni from the SPSP, HCOP, SSCCPP, LEAP, SRECC, and SSCrP summer programs who wish to connect to ODME, Stanford Medicine, and the broader alumni network through their participant,
- promote the interests of the ODME Undergraduate Pathway Programs office,
- promote the interests of the UPPAA members,
- encourage the participation of all alumni in matters concerning ODME Undergraduate Pathway Programs, the Association, and its participants, and
- promote mentorship opportunities and efforts for the programs and participants.

This Association is formed under advisement from the Stanford School of Medicine Office of Diversity in Medical Education (ODME) - a part of the Leland Stanford Junior University. The association is established for non-profit purposes.

## ARTICLE III – MEMBERSHIP

1. All alumni who have successfully completed an ODME undergraduate pathway program are automatically considered members of the Association.
2. A member may choose to opt out of the Association.
3. Voting Members: Any member shall be eligible to vote.

4. Voting membership benefits include voting at the annual meeting, serving on the Advisory Board, and other benefits as determined by the Association leadership.

## ARTICLE IV – OFFICERS AND GOVERNING BODY

### Association Officers

#### 1. Association Officers

1. shall be elected at large by majority vote of the association leadership present at the annual meeting,
2. must maintain voting membership during the course of their terms, and
3. shall be designated as follows:
  - Chair/Co-Chair
  - Chair-Elect
  - Secretary
  - Treasurer
  - Historian
  - Alumni Outreach and Engagement Chair/Co-chair
  - (Immediate Past Chair)

#### 2. The duties of the Association officers shall be as follows:

1. The Chair/Co-Chair shall assume office at the conclusion of the annual meeting after having been elected Chair-Elect;
  - i. shall preside over all meetings in conjunction with designated ODME staff member,
  - ii. shall appoint the members of all committees not otherwise provided for in the Bylaws, and
  - iii. may contribute to development efforts.
2. The Chair-Elect shall be elected and begin their term at the conclusion of the annual meeting. In the absence of the Chair, the Chair-Elect shall assume the Chair's duties. In case of incapacitation, resignation or other departure of the Chair, the Chair-Elect shall succeed for the remainder of the current term plus the term for which they were elected. The Chair-Elect shall serve as chair of the Alumni Awards Committee.

3. The Secretary shall be elected and begin their term at the conclusion of the annual meeting. The Secretary shall work in conjunction with the Office of Diversity in Medical Education (ODME) designee and alumni association leadership in recording, preserving, and reporting an accurate record of proceedings of each meeting. May also serve as secretary for the Advisory Board.
4. The Treasurer shall be elected and begin their term at the conclusion of the annual meeting. The Treasurer shall maintain records of monies and the budget, and expenses of the Association as relevant. The Treasurer may assist in the completion and filing of an annual IRS income tax statement should the Association pursue tax-exempt status.
5. The Historian learns the history of the ODME undergraduate pathway programs and promotes awareness of the rich history through informational interviews and authored documents. Keeps accurate and complete records of all activities through pictures, social media and news posts and other forms. Prepares a presentation for new members. Updates the association history with an annual report.
6. The Alumni Outreach and Engagement Chair/co-chairs will create and execute an outreach and engagement plan with participation from the association leadership, members, and board. Create promotions and events that connect alumni. Recruit volunteers and create sub-committees from the membership to participate in events and programs. Engage with ODME to facilitate alumni engagement in annual events and programs.
7. The Immediate Past Chair serves as a consultant to the officers and the Advisory Board. The Immediate Past Chair serves as the chair of the Nominating Committee.

Participation: Officers and leaders are expected to be voting members of the Association and to attend and actively participate in Advisory Board meetings, committee meetings, electronic discussions, video and conference calls.

3. The terms of the Officers shall be for one year from the conclusion of the annual meeting. Each Officer can succeed themselves for an additional three terms.
4. Officers may be removed from office by a 75% or greater vote of Board members in attendance at an official Board meeting.

#### Alumni Advisory Board

1. The Alumni Advisory Board shall be the governing body of the Association and shall consist of:
  1. The Alumni Association Chair/Co-chairs and secretary.
  2. The ODME Undergraduate Pathway Programs leadership
  3. The Assistant Dean of ODME Undergraduate Medical Education
  4. A minimum of five elected or ODME - appointed alumni. Board and Association elections may be held separately or concurrently.
  5. Vacancies occurring in the Advisory Board positions may be filled by appointment for the remainder of the Board member's term by a simple majority vote of the Board.
2. The duties of the Alumni Advisory Board shall be as follows:
  1. Approve an annual report and budget for the upcoming year prior to the annual meeting of the Association.
    1. The budget must be approved by a majority of the members present at the meeting. The budget is then recommended to the Association for approval at the annual meeting.
  2. Authorize expenditures, order the payment of accounts, and act as an auditing committee as necessary.
  3. Attend and actively participate in Board meetings, committee meetings, electronic discussions, video, and conference calls.
  4. The term of the Advisory Board is for a period of two years following election or immediately following the annual meeting at which the Board is elected. Board members serve staggered terms to ensure consistency and efficiency.
  5. Establish policies and procedures for the effective operation of the Board and make recommendations to the association.

## Elections

### 1. Nominating Committee

1. Except in the inaugural year, a nominating committee shall be chosen by the Immediate Past Chair at least three months prior to the annual meeting. The nominating committee consists of the Immediate Past Chair, a representative of ODME Undergraduate Pathway Programs, and at least two other members of the Advisory Board. The committee shall recommend a slate of nominees to the general membership at the annual meeting.
2. The Chair, on behalf of the Advisory Board, shall send the nominees' names to the membership one month prior to the annual meeting.
3. Nominees for an officer position are preferred to have served on the Advisory Board for at least one year.
4. To ensure a broad representation, board members should be nominated to promote a diversity of interests to include: decade of graduation, geographic region, profession, specialty, etc.

### 2. Elections

Except in the inaugural year, officer and advisory board elections will be held at the annual meeting. Elections will be held by secret ballot vote, unless there is only one nominated candidate for the position. That candidate may be elected by acclamation. Candidates must receive a majority of the votes cast.

Election results will be reported to the candidates, then announced in a newsletter to the alumni membership. In the event of a tie the first candidate to reach majority vote (by ballot timestamp) will be appointed

## ARTICLE V – COMMITTEES

### 1. Standing Committees

2. Standing committees are used by the Advisory Board on a continual basis. Ad hoc committees, such as a Bylaws Committee, may be formed as needed. Ad hoc committee members shall be selected by the Chair/Co-Chairs and ODME representative.

3. Standing committees include:

1. Executive Committee
2. Awards Committee, and
3. Nominating Committee
4. The Executive Committee
  1. The Executive Committee consists of the Officers of the Association – Chair/Co-Chair, Chair-Elect, Treasurer, Secretary, and Past Chair.
  2. The Executive Committee has the authority to act on behalf of the Association between scheduled meetings.
  3. The Executive Committee may approve expenditures of up to \$100 per transaction without full Board approval.
5. Awards Committee
  1. The Awards Committee members shall be named by the Chair/Co-Chairs and ODME representative. The composition of the Awards Committee shall be at a minimum the chair-Elect, two Board members, and a past recipient of the Award. The Chair-Elect or ODME representative will serve as chair.
  2. The Awards Committee shall be responsible for administering the nomination process and selection of any Award.
  3. The Awards Committee shall review and establish criteria for awards with the approval of the Board.
6. Nominating Committee
  1. The Nominating Committee is described in Article IV, Section C.1.

## ARTICLE VI – ASSOCIATION MEETINGS

### Meetings of the Association

1. Unless designated otherwise by the Advisory Board, the annual meeting of the Association shall be held in March or alternatively, September. The exact date shall be decided upon by the Advisory Board who must notify the members, in writing, at least three months in advance.
2. Votes shall be determined by a majority of the members in attendance at the business meeting session.

3. Special meetings may be called at any time by the Chair/Co-Chairs of the Association or upon written request of ten or more members of the Association, or three members of the board. Notice of such meetings shall be sent at least 30 days in advance to all members of the Association and shall state the agenda of the called meeting.
4. The Advisory Board shall meet *at least quarterly* with one meeting prior to the Association's annual meeting to facilitate the coordination of the annual meeting. All Board members shall receive notification at least one month prior to the meetings.
5. A majority of the voting Board members shall constitute a quorum for the purpose of conducting the business of the Advisory Board.
6. Board meetings may be held in person, by conference call or virtually. Electronic voting on resolutions is permitted.
7. Special meetings of the Board may be called by the Chair/Co-Chairs, ODME representative, or upon written request of three or more members of the Board. Notice of such meetings shall be sent to all Board Members and shall state the agenda of the called meeting.

#### Meetings of the Advisory Board

The Advisory Board shall meet at least quarterly with one meeting prior to the Association's annual meeting to facilitate the coordination of the annual meeting.

1. All Board members shall receive notification at least one month prior to the meetings.
2. A majority of the voting Board members shall constitute a quorum for the purpose of conducting the business of the Board of Trustees.
3. Board meetings may be held in person, by conference call, or virtually. Electronic voting on resolutions is permitted.
4. Special meetings of the Board may be called by the President or upon written request of five or more members of the Board. Notice of such meetings shall be sent to all Board Members and shall state the agenda of the called meeting.
5. Minimum eligibility for the Advisory Board:
  - a. In good standing as an alum of an ODME Undergraduate Pathway Program.

- b. Must have entered graduate or professional school (MS1, DO1, PA1, NS1, PhD1, etc.)

#### ARTICLE VII – AMENDMENTS

The Bylaws may be amended by a 2/3 majority of the members present at the annual meeting, provided that the membership has been notified of the proposed amendment(s) at least one month prior to the annual meeting.

#### ARTICLE VIII – BYLAWS

The Association shall be governed by these Bylaws. All matters not specifically discussed in these Bylaws are remanded to the Advisory Board for consideration and decision.

#### ARTICLE IX – BYLAWS LOCATION

A copy of the Bylaws shall be posted on the Association website and maintained by the Stanford ODME Undergraduate Pathway Programs Alumni Association.

#### ARTICLE X – DISSOLUTION

In the event of the dissolution of this organization, or discontinuation of its operation, all available funds and/or assets of the organization shall become the property of the Office of Diversity in Medical Education, Undergraduate Pathways Programs at Stanford Medicine. If, for any reason, Stanford Office of Diversity in Medical Education should fail to accept these assets, they may become the property of a tax-exempt organization or institution to be designated by the alumni association in partnership with the Office of Diversity in Medical Education.

These Bylaws were approved on -----.