

CONSTITUTION
and
BY-LAWS
of
The Alumni Association
of the
Lutheran School of Nursing
St. Louis, Missouri

ORGANIZED DECEMBER, 1905

Amended.....	1927
Amended.....	1930
Amended.....	1939
Amended.....	1944
Amended.....	1948
Amended.....	1951
Amended.....	1955
Amended.....	1957
Amended.....	1964
Amended.....	1972
Revised.....	1977
Revised.....	1987
Revised.....	1992
Amended.....	1995
Amended.....	2001
Amended.....	2002
Amended.....	2003
Revised.....	2004
Amended.....	2007
Amended.....	2009
Revised.....	2011
Amended.....	2022

CONSTITUTION

Article 1 – Name

The Association shall be known as the Alumni Association of the Lutheran School of Nursing, St. Louis, Missouri.

Article II – Purpose

Section 1: To foster high standards of nursing practice, to promote fellowship among the graduates of this school, to extend aid and sympathy to members in need, or as requested.

Section 2: To maintain communications with the graduates of the Lutheran School of Nursing.

Section 3: To promote the professional and educational standards of nursing in cooperation with the Missouri Nurses' Association and the American Nurses' Association.

Section 4: To participate in the establishment and enhancement of new nursing programs in the community.

Article III – Membership

Membership in this organization shall be restricted to nurses who are graduates of the Lutheran Hospital, Lutheran Medical Center, or Lutheran School of Nursing of St. Louis, Missouri, and who comply with and are qualified under the By-Laws of the Association.

Article IV – Officers

Officers of this Association shall be President, Vice-President, Secretary, Treasurer, and five Board members.

Article V – Amendments

The Constitution may be amended by two-thirds vote of active members. The proposed amendments shall be communicated to every active member of the Association four weeks prior to an annual business meeting for which they have registered. At that time the vote shall be taken.

Article VI – Dissolution

Section 1: In the event of dissolution of this Association:

- a. Any financial assets or accruments to the Association shall be placed in a charitable or educational trust fund created for the purpose of providing funds for the advancement of professional nurses
- b. Any existing artifacts or properties shall be first offered to the Concordia Historical Institute, St. Louis, Missouri. If declined, then such properties may be offered to any other organization that expresses interest in and accepts such donations

Section 2: This process is to be administered by the elected officers and two or more members-at-large to be appointed by the President with the approval of the Executive Board.

BY-LAWS

Article I — Membership

Section 1. The Alumni Association of the Lutheran School of Nursing, St. Louis, Missouri, shall consist of LSN graduates who are dues-paying, life, courtesy members, and honorary members as herein defined.

- a. Dues-paying membership shall be by payment of annual dues
- b. Life membership shall be by payment of dues for twenty-five years
- c. Courtesy membership is extended to all LSN graduates serving in foreign missions. These years count toward Life Membership as specified in Section 1b. Dues are not required during mission service
- d. Honorary membership may be conferred on persons who have rendered service to the Alumni Association and whom its members choose to honor

Section 2. Any graduate desiring to become a member of the Association shall submit payment of dues to the Treasurer.

Section 3. Privileges of membership are:

- a. As dues-paying members, to vote and hold office
- b. As life members, to vote and hold office
- c. As courtesy members, to vote only
- d. As honorary members, to socialize only
- e. As members, to receive appropriate mailings and information from the Association

Article II — Dues

Section 1. Dues for membership shall be evaluated and adjusted periodically by the Board (see Article V—Executive Board, also known as the Board).

Section 2. Dues shall be payable annually and may be pre-paid.

Section 3. Life, courtesy, and honorary members are not required to pay dues.

Section 4. The fiscal year ends May 31.

Article III — Meetings

Section 1. There shall be at least one regular meeting of the membership each year (see Article XII for order of business).

- a. Annual meeting
- b. A semi-annual meeting is optional

Section 2. Meeting dates, set by the Board, shall be communicated to members at least four weeks prior to the meeting.

Section 3. Meeting dates may be changed upon decision of the Board.

Section 4. Special meetings may be called by the President or upon the written request of five members.

Section 5. The Annual Alumni Reunion, the date of which is set by the Board, will consist of

a luncheon, with recognition of anniversary classes, an educational program, and the annual business meeting.

Article IV — Officers, Terms, and Duties

Section 1. Officers and Terms:

- a. Officers are President, Vice-president, Secretary, Treasurer, and five Board Members
- b. Terms are two years, which will commence after installation at the annual business meeting (see Article VII—Elections)
- c. Officers are to attend all meetings or are to provide notification if unable to attend

Section 2. The President shall:

- a. Preside at all meetings of the Association
- b. Be an ex-officio member of all committees
- c. Appoint Committee Chairpersons from the life/dues-paying membership list and present these names to the Board for approval
- d. Call special meetings or do so upon request of five (5) members
- e. Keep informed of the business, activities, and finances of the Association in cooperation with the Board
- f. Serve as a member of the Finance Committee
- g. Present reports of Presidential activities at all meetings
- h. Ensure that periodic audits of the financial records are done and that the reports are filed
- i. Receive an honorarium as approved by the Board
- j. In case of resignation, relinquish duties and materials to the Vice-President

Section 3. The Vice-President shall:

- a. In the absence of the President, preside at meetings
- b. At the request of the President, fulfill all duties of said office for a limited time
- c. In the event of a vacancy occurring in the office of the President, assume said duties until the end of the term
Maintain a record of investment funds and coordinate transactions with the Treasurer; if necessary, substitute for the treasurer
- d. Deposit investment funds in a depository approved by the Board and in the name of the Alumni Association of the Lutheran School of Nursing, St. Louis, Missouri
- e. Submit the investment books periodically for audit; include an updated list of holdings
- f. Serve as Chair of the Finance Committee
- g. Plan and arrange for educational programs
- h. Present periodic written reports of the Vice-President's activities and the association's investments
- i. Receive an honorarium as approved by the Board.

Section 4. The Secretary shall:

- a. Record the minutes of membership and board meetings
- b. If there is more than one candidate per office to every active member of the Association prior to an annual business meeting for which they have registered
- c. Conduct the correspondence of the Association

- d. Upon the death of a member, send a sympathy card to the family if names and address(es) are known and if information of death is relayed to the Association within 4 months of death
- e. Receive an honorarium as approved by the Board

Section 5. The Treasurer shall:

- a. Prepare an annual budget for approval by the Board AND membership attending the annual meeting
- b. Receive all dues and donations
- c. Update financial records; periodically mail renewal/donation forms to life/dues-paying/courtesy members
- d. Pay all bills authorized within the budget. The Vice President shall substitute in the absence of the Treasurer
- e. Keep an itemized account of all receipts and disbursements
- f. Give a report at meetings
- g. Deposit operating funds as approved by the Board, in the name of the Alumni Association of the Lutheran School of Nursing, St. Louis, Missouri
- h. At the discretion of the Board, deposit accumulated monies in a savings account
Keep files of all members consisting of name, address, year of graduation, their dues and donations, and other data necessary for a permanent record
- i. Submit the books periodically for audit
- j. Serve as a member of the Finance Committee
- k. Prepare and file necessary tax reports (this includes the required annual electronic filing of an e-postcard)
- l. Present written reports of the financial and membership status of the Association
- m. Receive an honorarium as approved by the Board

Section 6. The five Board members shall:

- a. Attend board meetings
- b. Have full voting privileges at board meetings

Section 7. The Past-President may:

- a. Serve as ex-officio member of the Board
- b. Provide advice and counsel
- c. Plan with the President the orientation meeting of outgoing and incoming Officers, Board members, and Committee Chairpersons

Article V — Executive Board

Section 1. Four officers and five board members shall constitute the Executive Board (the Board). They shall always consider the welfare of the members and the Association, They shall recommend actions and measures as will best serve the interest of both.

Section 2. The newly elected and outgoing officers shall meet within six weeks after the beginning of their terms:

- a. For orientation and transfer of Association records
- b. To approve the appointment of Committee Chairpersons

Section 3. Regular meetings of the Board shall be held prior to the Association's annual business meeting.

- a. All meetings are called and arranged by the President
- b. Those attending with privilege to vote shall be the elected officers and board members
- c. Regular meetings are open to the membership
- d. When necessary, special meetings may be called by the President or designee

Section 4. The Board shall:

- a. Ensure the orientation of the Committee Chairpersons to their duties and support their activities
- b. Fill vacancies among officers by appointment, ensure proper transfer of materials of the Association, and appoint Committee Chairpersons
- c. Approve the place of deposit for the funds and documents of the Association
- d. Review and acknowledge the list of the dropped members; pursue membership renewal efforts
- e. Act on all complaints registered in writing
- f. Act on recommendations concerning financial investments
- g. Approve the annual budget
- h. Make recommendations to the membership concerning dues increases
- i. Decide on honoraria
- j. Have general supervision and care over all property, effects and affairs of the Association

Article VI — Committees

Section 1. The Standing Committees shall be:

- a. Annual Alumni Reunion
- b. By-Laws/Revisions
- c. Finance
- d. Membership
- e. Nominations\Scholarships

Section 2. When necessary, ad hoc Committees may be formed by the Board to fulfill the purpose and activities of the Association.

Section 3. Chairpersons shall be life or dues-paying members.

Section 4. Each Chairperson shall:

- a. Form a committee of one or more members and submit a list of names to the President within six weeks after appointment
- b. Call meetings whenever necessary to fulfill duties
- c. Report activities of the committee at meetings when appropriate or requested
- d. Perform other duties as requested by the Board
- e. Present a written report of committee activities to the President before the Annual Meeting

Section 5. The Annual Alumni Reunion committee shall:

- a. Have responsibility for planning the Annual Alumni Weekend
- b. Prepare and mail invitations
- c. See that payment for reservations is sent to the Treasurer for deposit
- d. Keep a list of registrants
- e. Arrange for the facility for the next annual reunion

Section 6. The By-Laws/Revisions Committee shall:

- a. Be chaired by a life member appointed by the President
- b. Recommend and/or receive requests for revisions
- c. Prepare proposed revisions for review and approval by the Board
- d. Arrange for provision of the proposed revisions to all active members prior to an annual business meeting for which they have registered
- e. Submit a copy of the approved revisions to the Secretary

Section 7. The Finance Committee shall:

- a. Consist of five members: the Vice-president, who is Chair, the President, the Treasurer, and two members at large.
- b. Meetings may occur in person, by phone, e-mail, or by video conference
- c. Prepare an annual budget and submit it to the Board for approval prior to the end of the fiscal year which is May 31st
- d. Present approved budget at the Annual Meeting
- e. Investigate methods of investing funds and report to the Board
- f. Present to the Board for approval any plan affecting any major disposition of an investment fund.

Section 8. The Membership Committee shall:

- a. Devise ways and means for increasing membership
- b. Work with the Treasurer to maintain current membership information
- c. Keep a copy of names and contact information of alumni for the Board of Directors. Circulate this information to others as necessary

Section 9. The Historian shall:

- a. Collect and preserve material of historical value, including:
 - i. Annual Bulletins that are in our possession from 1927 to 2018
 - ii. Photos with names from graduating classes
 - iii. The “Inside Story Publication” (1980-soft cover)
 - iv. The First Eighty Years: The History of Lutheran Medical Center
 - v. School of Nursing, 1898-1978 (1980-hardbound, by Georgia von Conrad, dissertation for her doctorate degree)
 - vi. Historical pamphlets, booklets about Lutheran Hospital and the nursing school
 - vii. Donated uniforms: 2 navy blue capes, 2 blue/white checked uniforms, 2 white pinafore aprons, 1 Army Nurse Corps uniform from WWII; rank, unit, name removed, and one plain white nursing cap
 - viii. Items given to Alumni Association after Nursing School closure in summer 2022 (not catalogued as of 12/31/2022) ** Efforts to be made concerning disposition of any items will be ongoing at discretion of Historian with approval of Board**
- b. Create trifold display honoring the 50-year graduation class at annual reunion, plus other anniversary year of graduates if attending reunion
- c. Develop highlights of past graduates’ achievements, honors for possible submission to Facebook group
- d. Search for deceased graduates of Nursing School for names to be read during Memorial Moment at annual reunion.

Section 10. The Nominations Committee shall:

- a. Prepare a slate of candidates from the life and dues-paying member list. An attempt will be made to have two candidates for each office
- b. Present the slate to the Board prior to the annual meeting, at which time additional nominations may be made and the slate approved
- c. When the slate is approved, obtain professional qualifications and a consent to serve from each candidate
- d. Submit the approved ballot with instructions and qualifications to the Secretary
- e. If more than one candidate per office, ballots and instructions will be provided to every active member of the Association prior to an annual business meeting for which they have registered
- f. If only one candidate per office, then the slate will be accepted by acclamation at the annual business meeting

Section 11. The Scholarship Committee shall:

- a. Consist of a chairperson and at least one other member
- b. Administer the Amelung-Beckmann-Richter Scholarship award, which is available to life or dues-paying members (herein defined as having been a member for at least one year)
- c. Scholarship awards are approved by the Board and are available to Alumni members who are seeking degrees in nursing
- d. Ensure that awarded scholarships are used within two years or convey forfeiture to the Board

Article VII — Elections

Section 1. The President, Treasurer, and two Board members shall be elected in the even years and the Vice-President, Secretary, and three Board members shall be elected in the odd years. They shall serve until their successors have been elected

Section 2. Elections will occur annually by ballot or by acclamation.

Article VIII — Quorum

Section 1. Three members of the Board shall constitute a quorum at a meeting of the Executive Board.

Section 2. Fifteen voting members, to include the President or designee and two other officers, shall constitute a quorum for the transaction of business at any meeting of the Association.

Article IX — Parliamentary Authority

In cases where these By-Laws fail to make other provisions, the meeting shall be governed by the current edition of Roberts Rules of Order.

Article X — Amendments

Amendments to the By-Laws may be proposed by any member of the association and are to be submitted for approval to the Board. Amendments are to be approved by a majority at the next business meeting.

Article XI — Revisions

Section 1: Revisions and amendments to the By-Laws, after approval by the Board, shall be provided to every active member of the Association prior to an annual business meeting for which they have registered.

Section 2: Copies of the proposed revisions will be made available to attendees at the annual business meeting.

Section 3: By-Laws revisions and/or amendments are to be approved at an annual business meeting of the Association by a two-thirds majority vote of the members present.

Section 4: Approved revisions and amendments will be posted on the Association's website. Proposed amendments shall be communicated to every active member of the Association prior to an annual meeting for which they have registered. At that time the vote shall be taken.

Article XII — Order of Business for Annual Meeting

1. President's Call to Order
2. Secretary's Reading of the Minutes and Correspondence
3. Treasurer's Report
4. Vice-President's Report
5. Committee Reports
6. Old Business
7. New Business
8. Election and Installation of Officers
9. Class Recognitions and Photos
10. Memorial Moment
11. Adjournment

ANNUAL BUSINESS MEETING
Of
The Alumni Association
Of the
Lutheran School of Nursing
St. Louis, Missouri

**Annual Reunion Luncheon
Meeting Agenda**

Announcements
Program
Lunch

Business Meeting:

President's Call to Order
Secretary's Reading of the Minutes and Correspondence
Treasurer's Report
Vice-President's Report
Committee Reports
Old Business
New Business
Election and Installation of Officers
Class Recognitions and Photos
Memorial Moment
Adjournment