**Central Michigan University**

**Doctor of Health Administration**

**Alumni and Student Network By-Laws**

**Election Year January 1, 2025 to December 31, 2027**

**Article I: NAME:**

The official name of the Alumni and Student Network shall be the Doctor of Health Administration (DHA) Alumni and Student Network (ASN) of Central Michigan University (CMU).

**Article II: PURPOSE:**

The purpose of the DHA ASN shall be to advance the mission of doctoral-level health administration education and profession, to provide a forum for interaction and inclusion among all members of the Network, and to promote the mutual interests of the Central Michigan University College of Health Professions. The Network has three goals: 1) allow students in the same/multiple cohort(s) to communicate; 2) allow students in a cohort the opportunity for mentorship by Alumni of the DHA program; 3) provide opportunities for all students and alumni for professional growth and networking.

**Article III: MEMBERSHIP:**

**Section 1.**

Membership within the Network shall be composed of Members and Honorary Members.

**Section 2.**

Active CMU ASN membership is extended to all CMU DHA students in good academic standing and graduates of the CMU DHA program.

**Section 3.**

Honorary membership is extended to those individuals elected by the DHA ASN Executive Committee for significant contributions that have furthered the purpose of the Alumni Student Network. The Executive Committee or the DHA Program Director recommends Honorary Members. The individuals in charge of the book club and mentorship program are honorary DHA Alumni and Student Network members. They are ex-officio, non-voting members of the Network.

**Section 4.**

Only active members in good academic standing or graduates of the DHA program may be eligible to vote in annual elections for elected offices of the DHA Alumni and Student Network. In order to be considered a member in good standing, the member must comply with all rules of the Network and be current with membership dues, if applicable.

**Section 5.**

The fiscal year of the DHA Alumni and Student Network shall begin on July 1 and end on June 30.

**Section 6.**

The Annual Meeting of the DHA Alumni and Student Network will be conducted in the final month of the fiscal year (June) to validate elections, recognize new officers, and finalize business for the past fiscal year.

**Article IV: OFFICERS:**

**Section 1.**

The DHA Alumni and Student Network officers shall consist of the offices of President, Vice-President (President-Elect), Secretary/Treasurer, Secretary/Treasurer-Elect, Communications Officer, Communications Officer-Elect, and Immediate Past-President. No individual shall hold more than one office during any one year. All officers elected to positions must be members in good standing and shall constitute the Alumni and Student Network Executive Committee. Other offices of the Executive Committee shall be composed of other positions at the discretion of the President. The President, Vice-President, Secretary/Treasurer, and Communications Officer shall be voting members.

**Section 2.**

The Office of the President may only be held by a graduate of the CMU DHA program. The President shall be the presiding Officer at all Alumni and Student Network meetings and the monthly Executive Committee meetings. He/she shall be an ex-officio member of all Alumni and Student Network standing and ad-hoc committees. Upon advice from the Executive Committee, the President shall have the power to fill the unexpired term of any vacant position during the year. The President of the DHA ASN or his designee shall render a periodic report to the Health Administration Division Advisory Council. The purpose of this is to provide an impartial external communications venue to report on the State of the Alumni and Student Network.

**Section 3.**

The Office of the Vice President may only be held by a student who has completed the defense of the doctoral prospectus or has graduated from the CMU DHA program. The Vice President shall assume all responsibilities of the President during his or her absence or incapacitation and shall succeed the President in the event of withdrawal or resignation of the President. The Vice President (President-Elect) shall plan and organize the annual meeting. The Vice President (President-Elect) shall succeed the Office of the President after the elected term of the President.

**Section 4.**

The Office of the Secretary/Treasurer may only be held by a student in good standing or a graduate of the CMU DHA program. He/she shall keep a record of the proceedings of all meetings held by the Alumni and Student Network and the Executive Committee in one or more books provided for this purpose; see that all notices are duly given in accordance with the provision of these by-laws or as required by law; review and distribute the minutes of all meetings held by the Alumni and Student Network and the Executive Committee within thirty (30) days after said meeting; he/she shall oversee the collection and, by the order of the Executive Committee in accordance with the provisions of the by-laws, shall oversee the disbursement of all funds of the Alumni and Student Network. The Secretary/Treasurer shall provide a monthly accounting of network funds and report on all income received and expenditures made. Financial reports shall be kept and open to inspection by members of the Executive Committee. The Secretary/Treasurer shall each year present a summary of the financial activities of the Alumni and Student Network.

**Section 5.**

The Office of the Secretary/Treasurer-Elect may only be held by a student in good standing or a graduate of the CMU DHA program. He/she shall assist the current Secretary/Treasurer in all facets of responsibility. If the current Secretary/Treasurer cannot attend a meeting, he/she shall keep a record of the meeting proceedings held; and, review and distribute the meeting minutes held within thirty (30) days after said meeting. The Secretary/Treasurer-Elect shall participate and support the current Secretary/Treasurer in providing a monthly accounting of Network funds, and report on all income received and expenditures made. The Secretary/Treasurer-Elect shall assume the role of Secretary/Treasurer upon the anniversary of initial installation or at such time if the current Secretary/Treasurer becomes incapacitated, resigns, or in any other manner, incapable of fulfilling position obligations.

**Section 6.**

The Office of the Communications Officer may only be held by a student in good standing or a graduate of the CMU DHA program. He/she shall oversee all modes of communication of the Alumni and Student Network. The Communications Officer will also provide leadership and oversight for the DHA Alumni and Student Network website in cooperation with the CMU Department of Information Technology. He/she will oversee and manage the content development and information management of the Network public website(s) and any social media communications.

**Section 7.**

The Office of the Communications Officer-Elect may only be held by a student in good standing or a graduate of the CMU DHA program. He/she shall assist the current Communications Officer in overseeing all modes of communication of the Alumni and Student Network. The Communications Officer-Elect shall oversee the DHA Alumni and Student Network website in cooperation with the CMU Department of Information Technology. He/she will oversee and manage the content development and information management of the Network's public website. The Communications Officer-Elect shall assume the role of Communications Officer upon the anniversary of initial installation or at such time if the current Communications Officer becomes incapacitated, resigns, or in any other manner, incapable of fulfilling position obligations.

**Section 8.**

The outgoing President of the Alumni and Student Network will fill the Office of the Immediate Past-President. He/she will continue to be a member of the Alumni and Student Network Executive Committee and serve as an Advisor to the President. Two Years in conjunction with the President

**Section 9.**

Each Officer shall serve for a term of two years. Former Officers may be elected to other Officer positions of the Executive Committee in subsequent terms. No Officer shall be allowed to serve for multiple terms in the same office unless no successor has been identified and becomes available.

**Section 10.**

If an elected officer resigns his/her position, misses three meetings in a row without prior notice, or becomes incapable of fulfilling the obligations of the position, the vacancy will be filled by the Position-Elect Officer. He/she shall then complete the full term of the position until the Position-Elect incumbent is elected and subsequently becomes eligible to assume full responsibilities of the office. If no position-elect officer exists, the President may nominate a qualifying individual. The Officers may vote on the nomination via electronic mail or at the next Officers meeting.

**Section 11.**

Special Appointees and Representatives to the Executive Committee may be made at the discretion of the President and serve on the Executive Committee in an Ex-Officio capacity. Each appointment or representative shall be made for a one-year term or the necessary appointment duration. Each Appointee or Representative shall be put forth for consideration by the Executive Committee by the President and be approved with a simple majority approval of the committee. These appointees shall have no voting rights.

**Article V: MEETINGS:**

**Section 1.**

The Executive Committee shall meet at regularly scheduled monthly meetings as determined annually in consultation with the CMU DHA Program Director. All other elected officers and honorary members will join the meeting in even numbered months. All business and assignments will be conducted electronically between meetings.

**Section 2.**

The DHA Alumni and Student Network shall have an annual meeting each Fall for the transaction of business for the Network. The time and place of this meeting and any other meetings shall be determined by the Executive Committee of the DHA Alumni and Student Network.

**Section 3.**

A special business meeting of the DHA Alumni and Student Network may be convened when it is determined necessary and with the majority approval of the Executive Committee. Members of the DHA Alumni and Student Network shall be notified at least thirty (30) days in advance of such meetings whenever possible.

**Section 4.**

A majority vote of all eligible voting members of the Network, present in person or electronically, is required to pass any resolution presented for general membership consideration. Each member in good standing shall be entitled to one (1) vote for each Executive Committee position to be filled for the upcoming year and shall have one (1) vote for any question being put forth as a resolution. For all actions the Executive Committee considers, the President shall refrain from voting, except for casting a deciding vote in the case of a tie.

**Section 5.**

As established in Article II, the DHA ASN actively supports networking opportunities for all students and alumni to foster communication, mentorship, professional growth, and networking. Official ASN Clusters may be established with the full approval of the voting officers of the ASN Executive Committee.

* Clusters of the DHA ASN are defined as regional professional networking groups of the DHA ASN.
* Clusters are an extension of the ASN and reflect the communication, mentorship, networking, professional growth opportunities, and needs of the DHA ASN general membership.
* Clusters function according to the rules and regulations established by the Executive Committee of the DHA ASN and within the stated purposes set forth in the DHA ASN by-laws.
* Included in the request for the establishment is that each Cluster shall propose a Cluster Chairperson and other positions, as deemed necessary, to conduct activities. The names and roles of all Cluster Leaders shall be reviewed and approved by the Executive Committee.
* In order to maintain an active status within the ASN, each Cluster shall conduct, at a minimum, at least one activity annually. The Executive Committee will officially recognize a Cluster as active once an initial program is conducted.

A DHA ASN Cluster's membership consists of current ASN members located within a non-exclusive geographic area defined by the local Cluster. The Cluster's "active" membership will then consist of those current students and graduates of the program who are interested in developing and participating in the aims and goals of the ASN and organizing activities to assist the membership in professional growth and development. All such programs being conducted will be of assistance to DHA professionals and other parties who might be interested in the benefits of a DHA degree.

**Article VI: NOMINATION AND ELECTION OF EXECUTIVE COMMITTEE OFFICERS:**

**Section 1.**

At least ninety (90) days before the annual meeting, the President shall appoint a Nominating Committee consisting of the immediate Past-President (who shall act as the Chairman), the President, and the President-Elect. Nominees for open positions will be solicited from the general membership, and the Nominating Committee shall put forward those individuals recommended for each open position for the Executive Committee's consideration.

**Section 2.**

The incumbent President-Elect shall assume the office of the President at the commencement of the annual meeting of the DHA Alumni and Student Network. The President shall assume the position of Immediate Past-President.

**Section 3.**

At least sixty (60) days before the annual meeting, the Nominating Committee will send an electronic ballot with room for write-in candidates to the general membership of the DHA Alumni and Student Network. Ballots must be returned no later than 15 days before the annual meeting. The slate of officers shall be elected by a simple majority of those who return ballots. Results will be announced at the annual meeting.

**Article VII: COMMITTEES:**

**Section 1.**

The Executive Committee of the Network shall be composed of the President, Vice President, and Secretary/Treasurer.

**Section 2.**

Standing Committees of the Executive Committee of the DHA Alumni and Student Network may consist of a Marketing/Communications Committee, a Finance Committee, and a Membership Services Committee.

**Section 3.**

Special and/or ad hoc committees may be designated for particular functions at the discretion of the President with a simple majority vote of the Executive Committee.

**Article VIII: AMENDMENTS:**

**Section 1.**

All proposed changes to the by-laws of the DHA Alumni and Student Network shall be submitted in writing for consideration by the Executive Committee. The Executive Committee members will put forth a resolution of the proposed changes via electronic ballot to the general membership. A simple majority of returned ballots will pass the resolution.

**Section 2.**

Approved amendments shall take effect immediately upon adoption by the Executive Committee.

Revised: November 1, 2022

Updated: November 24, 2024