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Assistant Vice President for Student Services



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Assistant Director, Alumni Services – Kirksville



Janet Bunch

Alumni Services Specialist



Terry Hilpert

Alumni Services Coordinator

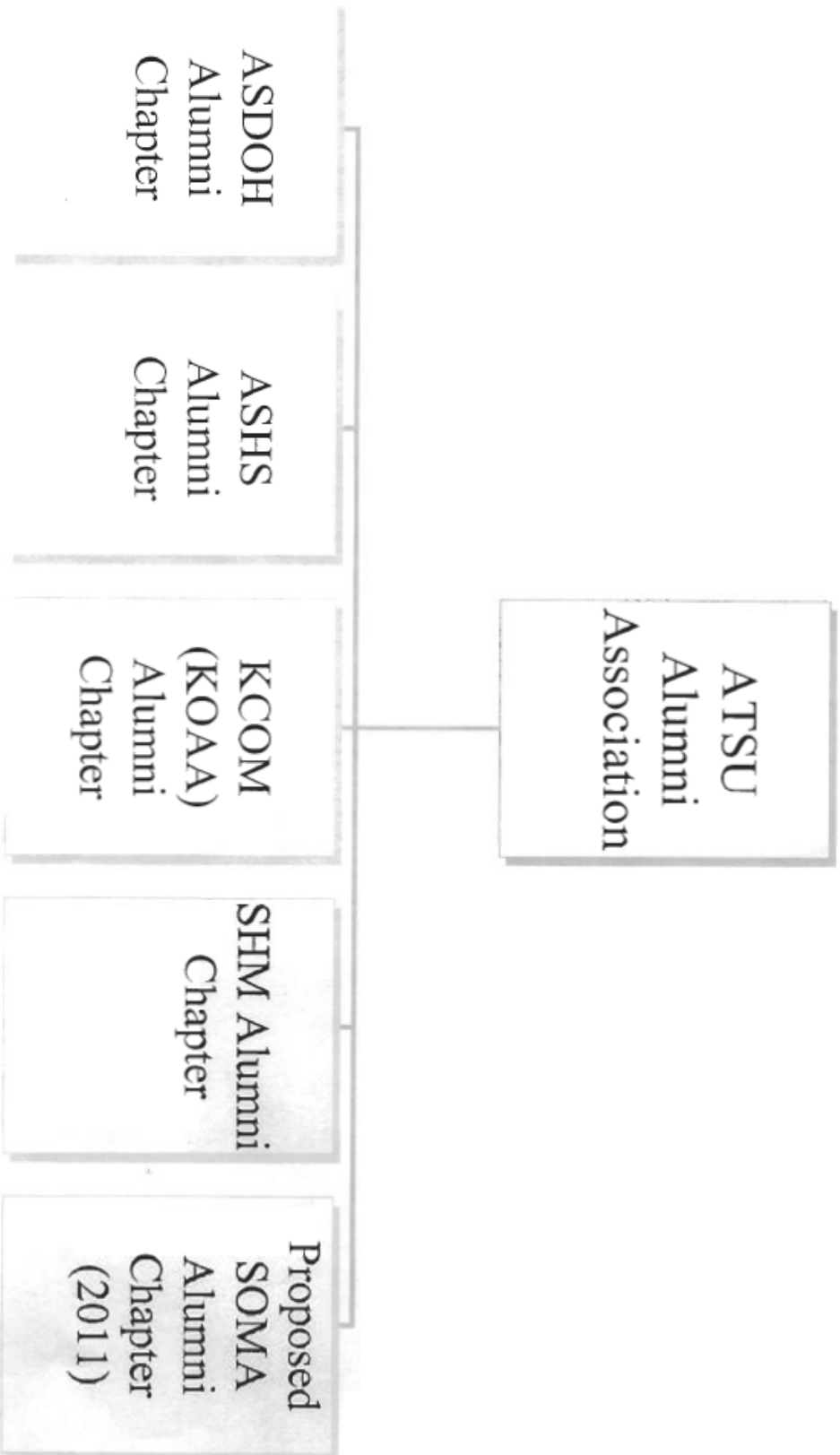
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ATSU Alumni Association

Flow Chart

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HISTORY AND MISSION

The ASDOH Alumni Chapter was introduced in January 2007. The first elections were held April 2007.

ASDOH's mission is as follows:

“...is to be competent health care professionals who continuously develop and demonstrate compassion, integrity, and ability, while advancing osteopathic principles and philosophy. Each individual is committed to scholarly inquiry that anticipates and addresses society's healthcare needs. The University encourages its constituencies to become leaders in improving community health and wellness with a comprehensive appreciation of the interaction of body, mind, and spirit.

BOARD STRUCTURE

The ASDOH Alumni Chapter consists of 6 members. The term of membership shall be for two years, with no more than two terms consecutively. The terms begin at the first meeting in the fall and expire at the spring meeting of the second year. Vacancies in elective offices shall be filled for the unexpired portion of the term by appointment by the chair, subject to the approval of the Board of Directors.

Officers will consist of the Chair and Vice Chair. Officers shall be elected to a one year term. At the end of their term, officers may extend their term another year at the request of the ASDOH Alumni Chapter. Election of officers will take place in the spring and officers will start their term at the end of the spring meeting.

Meetings

Each year, two meetings of the ASDOH Alumni Chapter Board shall occur at a location determined by the University. One meeting will occur in conjunction with the American Dental Association (ADA) convention. The ATSU Alumni Services Office will provide administrative support at all meetings.

BOARD POLICIES

POLICY I

Expenses incurred by Board Members

Expenses incurred by Board Members etc.

Expenses which members incur for attending ASDOH Alumni Board meetings and other special events/duties can be credited to the member's gift income record for giving club recognition purposes at ATSU. Such gifts of expenses would be in addition to any pledge of support the member might have with ATSU.

Such expenses should be directly related to attending the ASDOH Alumni Board meeting and for the Board member only. Copies of receipts must be provided to the Director of Alumni Services. Expenses considered include travel (air, ground), meals, tips, and hotel.

Board members are encouraged to discuss the deductibility of such expenses on their personal/business income tax returns with their tax advisor.

POLICY II

MEETING ATTENDANCE BY BOARD MEMBERS

Acceptance of membership on the ASDOH Alumni Chapter includes the responsibility to attend meetings of the Board, traditionally held in the spring in Mesa and in the fall during the American Dental Association Convention. This unique and valuable gift of time and service represents a significant contribution by the member to the ASDOH Chapter and ATSU.

The Board recognizes that those who are elected to serve are busy doctors of dentistry. Also, in many instances, members provide valuable leadership through active participation on additional local, state, and national dental organizations, as well as other important volunteer activities.

To be a valuable and effective ASDOH Chapter Board member, it is important that members remain active in service, including attending ASDOH Board meetings. The Board, therefore, adopts the following policy as a guide for selecting and retaining Board members:

Members of the ASDOH Chapter Board are asked to attend at least 3/4 of the meetings held during a two-year term of membership. Also, it is recommended that members not miss both the spring and fall meetings during the calendar year.

At the end of a term, if it is determined that a member has not been able to attend 3/4 of meetings held during the term of membership, the Chairman of the ASDOH Chapter Board will contact the member to determine his/her interest in continuing to serve.

The ASDOH Alumni Chapter Board has the option to decide not to offer a subsequent term to a member who has not been able to attend meetings as outlined in this policy.

POLICY III

ANNUAL FUND PARTICIPATION BY BOARD MEMBERS

Acceptance of membership on the ASDOH Chapter Board includes the responsibility for each member to make a gift to ASDOH every year. Since ASDOH is a private, not-for-profit educational institution that is supported through gifts, fees, and tuition. It is important for members of the ASDOH Chapter Board to show their dedication to the College by providing financial support.

The ASDOH Alumni Chapter Board has the option not to offer another term to a member who has not made a gift each year, as outlined in this policy.

BY LAWS

ASDOH Alumni Chapter By-Laws

Mission Statement

The mission of the Arizona School of Dentistry & Oral Health (ASDOH) Alumni Chapter is to support ASDOH & ATSU and to encourage beneficial relationships with ASDOH, ATSU and its alumni.

Purpose

The ASDOH Alumni Chapter will provide opportunities for networking and collaboration between the various college alumni chapters and develop cross-campus and interdisciplinary programs or events to support ATSU including:

1. Financial Support – To help raise funds for ASDOH.
Recruitment Support – To assist the ATSU Admissions Office in the recruitment and mentoring of prospective students. This would include participation in the Alumni Ambassador Program.
3. Activity Support – To provide support for ATSU sponsored regional events, national and state meetings, ATSU campus events, and alumni reunions.
4. Volunteer Efforts – Participate with ATSU annual campaigns, volunteer work, and provide contacts/resources for cultivation of donors and friends for ATSU.

The ASDOH Alumni Chapter will serve as the voice of alumni as it reports on activities and initiatives of each alumni chapter to the ATSU Alumni Association.

Article I Name

The name of this organization is Arizona School of Dentistry & Oral Health (ASDOH) Alumni Chapter, herein referred to as the “ASDOH Alumni Chapter”.

Article II Board Membership

Membership in this Chapter shall consist of all graduates of ASDOH and other persons who meet the requirements as prescribed by the Bylaws of the ATSU Alumni Association and the ASDOH Alumni Chapter. Each graduate will be awarded membership in the ATSU Alumni Association and the ASDOH Alumni Chapter.

Honorary Membership in the Alumni Chapter may be conferred by specific action of the Chapter Board of Directors upon persons who have rendered meritorious service to ASDOH, the Alumni

Chapter, and/or health sciences. An honorary member shall not hold elective office or be a voting member of the Alumni Chapter.

Article III. Expenditures

On site meeting expenditures will be coordinated by the ATSU Alumni Services Office. It is the responsibility of the ASDOH Alumni Chapter Board Members to pay for expenses, including travel, overnight accommodations and meals. These expenses can be credited to the member's gift income record at the University. This gift is in addition to any pledge of support the member might have with ATSU.

Article IV. Alumni Chapter Board of Directors and Members and Their Duties

The Board of Directors of the Alumni Chapter shall consist of 3 representatives for the charter year and 5 members per year thereafter. The term of membership shall be for two years, with no more than two terms consecutively. The terms begin at the first meeting in the fall and expire at the spring meeting of the second year. Vacancies in elective offices shall be filled for the unexpired portion of the term by appointment by the chair, subject to the approval of the Board of Directors.

Officers will consist of the Chair and Vice Chair. Officers shall be elected to a one year term. At the end of their term, officers may extend their term another year at the request of the ASDOH Alumni Chapter. Election of officers will take place in the spring and officers will start their term at the end of the spring meeting. The elections will take place via email, regular mail, or cast ballot and coordinated by the ATSU Alumni Services Office.

Chair.

The Chair will preside at the Chapter Board meetings and shall be an ex officio member of any Chapter Board committees. The Chair shall be responsible for a clear and full statement of the business to be conducted at any regular or special meeting of the Chapter Board and shall perform the usual duties of a presiding officer, including the appointment of committees, in keeping with these Bylaws and parliamentary procedure. The Chair will also be a member of the ATSU Alumni Association Board. In the absence of the Chair, the Chair will appoint a chapter board member to represent him/her.

The Chair will appoint Committee Chairs to the Financial Support, Recruitment Support, Activity Support, and Volunteer Efforts Committees.

Vice Chair.

In the absence of the Chair, the Vice Chair shall preside at meetings of the Chapter Board. In the event the Chair is unable, for any reason, to complete the term of office, the Vice Chair will assume the duties of Chair until a Chair has been duly elected. The vice chair succeeds the chair for one term.

Article V. Voting

- A. Voting will be done by email, standard ballot or voice.
- B. A majority vote of the Alumni Chapter Board members present is needed to pass all motions. The Chair votes only in the case of a tie.
- C. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the ASDOH Alumni Chapter Board in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the ATSU Alumni Association and any other special rules of order the ATSU Alumni Association may adopt.

Article VI. Resignation, Replacement, and Removal of Board Members and Members

In the event that an ASDOH Alumni Chapter Board Member is unable to uphold his/her duties for academic, professional or personal reasons, that person shall submit a formal written resignation to the Chair of the Alumni Chapter prior to resigning.

In the event of a vacancy in the office of the Chair, the Vice-Chair shall assume the role of the Chair. In the event of vacancy in any other position, a new Board Member nomination and election shall occur at the next meeting of the board.

If any Board Member misses two consecutive meetings without advance consent from the Chair of the Alumni Chapter, that Board Member will be replaced and their respective alumni chapter shall appoint a new representative.

Article VII. Meetings

Each year, an Annual Meeting of the ASDOH Alumni Chapter Board shall occur at a location determined by the University. The ATSU Alumni Services Office will provide administrative support for all meetings.

Article VIII. Amendments

Amendments to the by-laws shall be coordinated by the Chair of the Alumni Chapter and follow the procedure:

- A. The Alumni Chapter Board member presenting the proposed amendment shall contact the Chair of the Alumni Chapter Board or the ATSU Alumni Services Office so that the proposed amendment can be added to the agenda for the next meeting. The Alumni Chapter Board will receive written notice of the proposed amendment with the meeting agenda at least seven days prior to the Annual Meeting.
- B. The Alumni Chapter Board member presenting the proposed amendment shall attend the next Alumni Chapter meeting and propose the amendment both orally

and in writing. The proposed amendment shall be sent to the ATSU President for approval. If approved by the President of ATSU, the proposed amendment shall be voted on during the Annual Meeting at which it is presented.

Article IX. Committees

5. The Alumni Services Office in consultation with the Chair of the Alumni Chapter, will appoint committee chairs to include the: Financial Support Committee, Recruitment Support Committee, Activity Support Committee, and the Volunteer Efforts. Committee Chairs are appointed on an annual basis during the spring with terms beginning on July 1.

BOARD DIRECTORY

Chair:

Ingrid Prikryl, D.M.D., '07
Windsor, ME

Vice Chair:

DezBaa A. Damon, D.M.D., '07
Bethel, AK 99559

Lisa Anderson, D.M.D., '08
Phoenix, AZ 85018

Timothy W Oh, D.M.D., '08
Bar Harbor, ME 04609

Isaac R. Navarro, D.M.D., '08
Visalia, CA 93291

Charmaine Ng, D.M.D., '09