

Alumni Services Contact Information:



Rachel Zivney
Assistant Director of Alumni Services--Mesa
Toll free: 886.626.2878, ext. 6129
480.219.6129
Fax: 480.219.6188
www.atsu.edu
E-mail: rzivney@atsu.edu

Other members of ATSU Student & Alumni Services



Ron Gaber, Ed.S.
Vice President for Student & Alumni Services



Lori Haxton, M.A.
Associate Vice President for Student & Alumni Services



Beth Poppre, M.Ed.
Assistant Vice President for Student Services



Kimberly Pfeiffer, M.B.A.
Assistant Director, Alumni Services – Kirksville



Janet Bunch
Alumni Services Specialist



Terry Hilpert
Alumni Services Coordinator

ATSU Alumni Association

Flow Chart

Updated 05.30.07

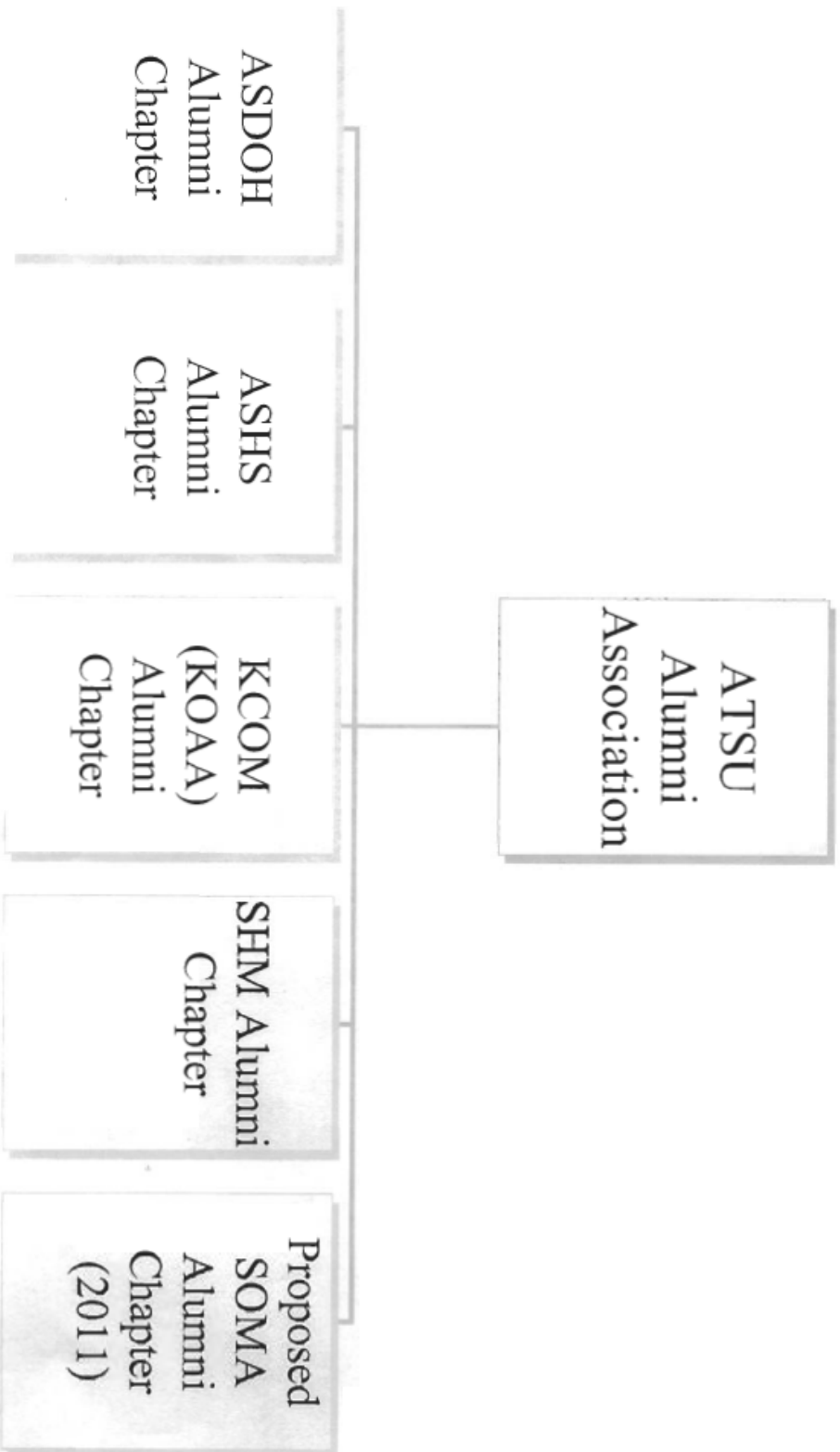


TABLE OF CONTENTS

History and Mission.....	5
Board Structure.....	6
Board Policies.....	7
Bylaws.....	9
Board Directory.....	13

HISTORY AND MISSION

The Arizona School of Health Sciences (ASHS) Alumni Association began during the summer of 1997, after the first ASHS students graduated. After many meetings, the foundation for the association was formed. In 2000, ASHS alumni approved Bylaws for the association and elected fellow graduates to serve on the association's board of directors.

In 2007, the ASHS Alumni Association was revitalized and renamed. It became the ASHS Alumni Chapter within the new A.T. Still University Alumni Association. The Alumni Chapter of the Arizona School of Health Sciences will focus on student recruitment, fundraising, career opportunities, social events, and volunteer work to promote the school and the university.

BOARD STRUCTURE

The Board of Directors of the Alumni Chapter shall consist of 2 representatives from each program within the college (PA, PT, AUD, AT, OT), for a total of 10 representatives. The term of membership shall be for two years, with no more than two terms consecutively. The terms begin on 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.

Meetings

Each year, two meetings of the ASHS Alumni Chapter Board shall occur at a location determined by the University. 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 ASHS 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 ASHS 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 ASHS Alumni Chapter Board includes the responsibility to attend meetings of the Board, traditionally held in the spring and fall in Mesa, Arizona. This unique and valuable gift of time and service represents a significant contribution by the member to the ASHS Alumni Chapter and ASHS.

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

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

Members of the ASHS Alumni Chapter are asked to participate in at least 3/4 of the meetings held during a two-year term of membership. Participation is defined as; attending a meeting, and/or discussing the past meeting minutes and agenda with the board member from the same program before the next meeting. One board member from

each program must be in attendance. 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 participate in 3/4 of meetings held during the term of membership, a second term membership will not be recommended.

The ASHS 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 ASHS Alumni Chapter Board includes the responsibility for each member to make a gift to ATSU or ASHS every year. Since ATSU is a private, not-for-profit educational institution that is supported through gifts, fees, and tuition. It is important for members of the ASHS Alumni Chapter to show their dedication to the University by providing financial support.

The ASHS 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.

ASHS Alumni Chapter By-Laws

Mission Statement

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

Purpose

The ASHS 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 ASHS.
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 ASHS 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 Health Sciences (ASHS) Alumni Chapter, herein referred to as the “ASHS Alumni Chapter”.

Article II Board Membership

Membership in this Chapter shall consist of all graduates of ASHS and other persons who meet the requirements as prescribed by the Bylaws of the ATSU Alumni Association and the ASHS Alumni Chapter. Each graduate will be awarded membership in the ATSU Alumni Association and the ASHS 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 ASHS, 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 ASHS 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 2 representatives from each program within the college (PA, PT, AUD, AT, OT), for a total of 10 representatives. The term of membership shall be for two years, with no more than two terms consecutively. The terms begin on 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 ASHS Alumni Chapter. Election of officers will take place at the fall meeting and officers will start their term at the end of that meeting. The elections will take place via email, regular mail or cast ballot and coordinated by the ATSU Alumni Services Office.

Chair

The Chair's term begins at the end of the Fall meeting and ends the following year at the end of the Fall meeting. 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 the following 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 ASHS 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 ASHS 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.

Members of the ASHS Alumni Chapter are asked to participate at least 3/4 of the meetings held during a two-year term of membership. Participation is defined as; attending a meeting, and/or discussing the past meeting minutes and agenda with the board member from the same program before the next meeting. One board member from each program must be in attendance. It is recommended that members not miss both the spring and fall meetings during the calendar year.

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, two meetings of the ASHS Alumni Chapter Board shall occur at a location determined by the University. The ATSU Alumni Services Office will provide administrative support at 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

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 at the end of the spring meeting.

BOARD DIRECTORY

Chair:

Beth Ehrlich, Au.D., '01
Castro Valley, California

Vice Chair:

Catherine Kittrell, M.S., PA-C, '97
Columbus, Ohio

Jody Conn, M.S., PA-C, '00
Thousand Oaks, California

Nicole Gentry, M.S., PA-C, '01
S. Pasadena, California

Vicki Orlando, M.S., O.T., '98
San Diego, California

Deborah Price, Au.D., '00
Dallas, Texas

Lara Taggart, M.S., O.T., '08
Chandler, Arizona

Trisha Perry, D.P.T., '07
Houston, TX

Michael P. Smith, Ph.D., A.T.C., L.A.T., '07
Lubbock, TX

Alisa Curry, P.T., D.P.T., '08
Fremont, CA

Kevin Messey, M.S., A.T.C., C.S.C.S., '01
San Diego, CA

Edward Yong, M.S., '08
Phoenix, AZ

