Article I: Name
A. The name of this body shall be the Creighton University Dental Alumni Advisory Board, hereafter referred to as the Board.

Article II: Purpose
A. The Creighton University School of Dentistry recognizing that its many alumni throughout the United States have made and will continue to make very significant contributions to the dental health and general well-being of the nation does hereby form the Creighton University Dental Alumni Advisory Board for the purpose of utilizing the talent of alumni for the continued betterment of the School’s total educational program.

B. The chief function of the Board will be to assist, advise, comment upon and make recommendations to the School on any matter involving the School and its alumni.

C. The Board is not to become involved in the day-to-day operations of the School.

D. Vision Statement - The Creighton University Dental Alumni Advisory Board serves to help create a Dental School Alumni Body that has a passion for giving back generously to the School of Dentistry through service and financial contribution.

E. Core Values
   1. Impact
   2. Integrity
   3. Leadership
   4. Passion for Creighton
   5. Participation
   6. Philanthropy

Article III: Membership
A. There are five (5) classes of membership that serve on the Board: Termed, Ex-officio, Emeritus, Lifetime members, and Recent Graduate.

   1. Termed members – (have voting privileges)
      a. All duly elected alumni holding an earned Doctor of Dental Surgery from the School of Dentistry at Creighton University.
      b. Board members will serve for a one-term period of six years.
      c. Following the expiration of their term, and upon written affirmative desire to continue to serve the Board, and subject to approval by the Board, these individuals become Lifetime members.
2. Ex-officio members (non-voting)
   a. Administrative Deans of the School of Dentistry
      i. Dean
      ii. All Assistant/Associate/Vice Deans of the School of Dentistry
   b. The Chaplain/Counselor of the School of Dentistry
   c. The Secretary/Treasurer of the Board
      i. The Secretary/Treasurer of the Board shall be a full-time faculty member from the School of Dentistry appointed by the Dean of the School with prior approval of the Chair

3. Emeritus members – (have voting privileges, provided they have an earned Doctor of Dental Surgery from the School of Dentistry at Creighton University)
   a. All active and inactive members on the membership roll as of November 16, 1987.
   b. All past Chairs of the Board.

4. Lifetime members – (have voting privileges)
   a. Only Termed members that have completed their term are eligible to become Lifetime members.
   b. Lifetime membership is subject to approval by the Board (by a majority vote) to Termed members once they have:
      i. completed their term as a Termed member, and
      ii. provided a written affirmative desire to continue to serve the Board.

5. Recent graduate members – (non-voting)
   a. Membership is to be extended for a one year period to the president and vice president (ex-officio) of the recently graduated dental class.
   b. Following the expiration of their one year term, Recent Graduate Members are eligible to be nominated for Termed Membership.
   c. In the event either the class president and/or class vice president cannot attend the meeting they may recommend a classmate to attend in their place.
   d. The expected $200+ contribution for this membership class will be optional.
B. Resignation – With exception of Ex-Officio Members, any other class of member may resign.

C. Involuntary Termination – In extraordinary circumstances, a majority of the Board may vote to send an expulsion notice to any class of member except Ex-Officio members whose conduct appears to be contrary to the best interests of the Board. The member shall be given written notice of the pending expulsion vote and offered the opportunity to present in writing or in person his/her case at the next meeting of the Board when a final vote will occur. A two-thirds vote of the Board at this meeting is required to expel the member.

Article IV: Elections
A. The Chair of the Board shall form a Nominating Committee during the Spring meeting.

B. The Nominating Committee shall seek recommendations for membership each year and for Vice Chair every even numbered calendar year (starting in 2020). The recommendations should be sought from the faculty, members of the Board or any interested dental alumnus. Such recommendations should be forwarded to the Committee by the Secretary/Treasurer prior to July 1. Upon receipt of recommendations, the Committee should review candidates as soon as possible.

C. The Nominating Committee shall provide their recommendation for New Membership and Officers to the Board as appropriate at the regularly scheduled Fall Meeting of the Board.

D. The total number of new members nominated to the Board shall not exceed four in number; at least one of the nominees is to have graduated within the last ten years.

E. New Memberships: The Nominating Committee’s recommendations for membership shall be submitted to the Board at the Fall meeting for its approval. Prospective members cannot be nominated from the floor. The approval of individual prospective members will require a majority vote of the voting members present.

F. Officers (Vice-Chair): The Nominating Committee’s recommendation for officers shall also be submitted to the Board at the Fall meeting for its approval. Additional nominations for officers can be received from the floor. A simple plurality vote of the voting members of the Board present will determine the winner.

Article V: Governance
A. The Board is governed by its members.

B. The Board’s activities and committees shall be governed by Robert’s Rules of Orders, as most recently revised.

C. In cases of a conflict between Robert’s Rules of Order and these Constitution & By-Laws, the Constitution & By-Laws take precedence.
Article VI: Officers
A. The officers of this Board shall consist of a Chair, a Vice-Chair, and a Secretary/Treasurer. The Chair and Vice-Chair will serve for a period of two years. The Vice-Chair will succeed to the office of Chair. The Vice-Chair will be elected from the membership of the Board by the Board at the regularly scheduled Fall Meeting of the Board in even numbered years. The Secretary/Treasurer of the Board shall be a full-time faculty member from the School of Dentistry appointed by the Dean of the School with prior approval of the Chair.

1. Chair
   a. The Chair shall be the chief executive officer of the Board and shall have the general supervision and direction of the other officers of the Board and shall see that their duties are properly performed.
   b. The Chair shall preside at all meetings of the Board.
   c. It shall be the duty of the Chair to see that all orders and resolutions of the Board are carried into effect.
   d. The Chair will serve, ex officio, as a member of all Standing Committees and Ad Hoc Committees of the Board
   e. At the end of the Chair’s term of office, he/she will be automatically granted Emeritus status.

2. Vice-Chair
   a. The Vice-Chair shall have such powers and perform such duties as the Board, from time to time, may prescribe and shall perform such other duties as may be prescribed by the By-Laws, or requested by the Chair.
   b. In the absence or inability of the Chair to act, the Vice-Chair shall perform the duties of the Chair and when so acting shall be vested with all the powers of and be subject to all the restrictions placed upon the Chair.
   c. In the event the position of Vice-Chair needs to be filled before the term of office has been completed, the Chair of the Board shall appoint an interim Vice Chair until a permanent Vice Chair is elected by the Board.
   d. At the end of regular terms, the office shall be filled as provided in this section of the By-Laws.

3. Secretary/Treasurer
   a. The Secretary/Treasurer shall act as Secretary of the Board meetings and record all of the proceedings of such meetings.
   b. The Secretary/Treasurer shall give proper notice (30 days) of all meetings to the Board members.
   c. The Secretary/Treasurer shall have charge of the books, minutes, and other records of the Board.
   d. The Secretary/Treasurer shall act as official parliamentarian for the Board.
   e. The Secretary/Treasurer shall be responsible for seeking nominations for membership and officers from all Board Members in order that they might be reviewed by the Nominating Committee.
f. The Secretary/Treasurer shall also solicit agreement to serve from membership/officer nominees once selected by the committee.

g. The Secretary/Treasurer shall notify all newly elected members and distribute By-Laws copies, last meeting minutes and agendas to all newly elected members.

h. In general, the Secretary/Treasurer shall perform all duties incident to the office of Secretary and shall have such other powers and perform such other duties as from time to time may be assigned to him/her by these By-Laws, or the Board, or the Chair.

Article VII: Meetings
A. The Board will normally meet twice annually, once during the Spring semester and once during the Fall semester.

B. Attendance at both the Spring and Fall meeting is strongly encouraged.

C. Special meetings of the Board may be called at a time and place designated by the Chair of the Board. The Chair will provide 10 days notice.

D. In order for the Board to officially conduct its business no less than fifteen voting members must be present at the Board meeting.

E. All meetings of the Board are to be open meetings unless the Board has designated the Meeting to be an Executive Session.

F. Notice of regular meetings shall be sent to all members using their last known contact information at least thirty days prior to the meeting date.

G. Notice of any meetings and meeting materials may be sent to members by U.S. Postal Service mail, commercial delivery service (ie UPS, Fedex etc.) or electronic means such as email.

Article VIII: Standing Committees
A. There are three (3) standing committees of the Board: the Nominating Committee, Student Relations Committee, and the Student and Recent Alumni Engagement Committee.

1. Nominating Committee
   a. The Chair of the Board shall form a Nominating Committee during the Spring meeting.
   b. This committee will be comprised of six members.
   c. The Chair of the Board, the Dean, and the Secretary/Treasurer of the Board shall be ex-officio members (non-voting).
   d. The Secretary/Treasurer shall be present only to serve as a resource on membership eligibility and for other relevant information.
   e. The other three members shall be chosen from among the general membership.
f. One shall be appointed by the Chair of the Board and shall also serve as chair of this Nominating Committee.
g. The other two shall be nominated and elected (by plurality vote) by the members present at the Spring meeting.
h. The Nominating Committee will be responsible for conducting elections as described in Article IV.

3. Student Relations Committee  
   a. The purpose of the Student Relations Committee is to open a confidential line of communication with student representatives (e.g. - class officers) of each Dental class to address issues of concern.
b. Membership is to include the Chair and 5 individuals of the Board appointed by the Vice-Chair at the Fall Meeting.
c. No member of the Committee shall be a faculty member of the School of Dentistry.
d. The Student Relations Committee will elect a chair from the membership of the committee.
e. The Committee is responsible for meeting with the student representatives.
f. The Chair of the Student Relations Committee shall prepare a report to provide to the Dean prior to the Spring Meeting.
g. The Chair of the Student Relations Committee shall provide a report to Board at the Spring Meeting.

4. Student and Recent Alumni Engagement Committee  
   a. The charge of the Student and Recent Alumni Committee shall be to advise and aid designated school faculty and staff in planning and promoting programs and events for students and recent graduates intended to form positive and lasting relationships with the Creighton University School of Dentistry throughout their professional careers and lifetimes.
b. The Board Chair shall appoint the Committee immediately following the fall meeting of the Board.
c. The Committee shall consist of five members chosen by the Board Chair from the Board Membership.
d. The Board Secretary/Treasurer and the school representative of the University Relations Office shall serve as ex officio committee members without vote.
e. The Board Chair shall appoint the Committee Chair from the appointed Committee Members.
f. Committee shall be charged with promoting Board Member financial underwriting of the engagement programs and events by assuring that a written communication to Board Members from the Board Chair that requests underwriting donations of a minimum of $200 be sent each year following the fall Board meeting.
B. Terms for all three committees shall be for one year. Currently serving and past serving committee members may be re-appointed to additional one year terms.

Article IX: Ad Hoc Committees
A. Any committee, other than a Standing Committee, will be an Ad-Hoc Committee.

B. Ad Hoc Committees may be formed by the Chair of the Board upon the advice of the Dean or by majority vote of members of the Board present at a regularly scheduled meeting, provided a quorum is present.

C. An Ad Hoc Committees will be dissolved when their charge has been completed, or they may be dissolved by a majority vote of members of the Board present at a regularly scheduled meeting, provided a quorum is present.

Article X: Amendments
A. This Constitution & By-Laws may be amended by a majority two-thirds affirmative vote of the voting members of the Board present at any regularly scheduled meeting of the Board, provided that the proposed amendment has been provided to all board members no less than thirty days prior to the meeting, and a quorum is present.

B. The Chair of the Board shall appoint a committee every 4 years to review the Constitution & By-Laws and to make such recommendations as deemed necessary for their amendment.