

# **Constitution**

## **The Ohio State University Alumni Club of Oklahoma**

### **Article I --- Name**

The name of this organization is The Ohio State University Alumni Club of Oklahoma (hereafter referred to as the 'Club').

### **Article II --- Object**

The Club is formed to promote the advancement of the best interests of The Ohio State University and The Ohio State University Alumni Association, Inc. (hereafter referred to as the 'Association') by providing fellowship and the furtherance of professional relationships among alumni, friends and former students of The Ohio State University (hereafter referred to as the 'University'). It shall be an integral part of the Association, the official alumni organization of the University. The Club will also promote and support the mission of The Association.

### **Article III – Membership and Dues**

Section 1: All persons who hold degrees awarded by the University including associate, bachelor, graduate, professional, and honorary degrees, or are medical resident graduates of the University, are eligible for membership in the Club and can vote on matters of the Club. They may serve as an officer and on the Board of Governors provided they are Active Members in both the Association and members of the Club in good standing.

Section 2: All persons who were in good standing as dues---paying members as of July 1, 2015 as either Life Members or Annual Members of the Association, but do not hold a degree from the University, are considered as Alumni and as such are eligible to hold office, may serve as a committee member, and are eligible to vote on matters of the Club as determined by the Board of Governors of the Club as long as they are club members in good standing as of the current Fiscal Year.

Section 3: Non---alumni, who express an interest in membership in the Club may be granted associate membership in the Club. These members shall be known as "Friends" of the Club. Friends may not hold office. The Board of Governors shall determine if Friends are allowed to vote on matters of the Club.

Section 5: Dues may be as established by the Board of Governors.

Section 6: Membership in good standing is defined as having membership dues paid for the current year.

#### **Article IV --- Officers**

Section 1: The officers of the Club shall consist of at least a president, vice president, secretary, treasurer, all of whom must be Active Members in both the Association and members of the Club in good standing.

Section 2: The duties of the officers shall be such as are generally exercised by such officers, and such as may be assigned to them respectively by the Board of Governors of the Club from time to time.

#### **Article V --- Duties of Officers**

Section 1: President: The president shall preside at all meetings of the Club, shall serve as the chairperson of the Board of Governors of the Club and an ex officio member of all committees, shall become familiar with alumni club resources and shall attend or assign designee to necessary training workshops.

Section 2: Vice President The vice president shall assist the president. In the absence or disability of the president, or at his or her request, the vice president shall perform the duties of the president. If the office of president becomes vacant, he or she shall become president for the unexpired term.

Section 3: Secretary: The secretary shall have the custody of the names and addresses of the alumni in the area provided by the Association and shall record all changes, immediately notifying the Association of any additions or corrections to the list. The Club shall not release the list for political, commercial, or personal gain. Release of the list shall be made only on approval by the Association, subject to the constitution of the Association. Any person(s) in violation of this policy shall be subject to expulsion from office by the Board of Directors of The Ohio State University Alumni Association, Inc. The secretary shall assist the president of the Club in arranging to send out notices of regular or special meetings of the Club and shall send reports of all meetings and activities of the Club to the Association. He or she shall assist the president of the Club.

Section 4: Treasurer: The treasurer shall supervise all receipts and expenditures of Club funds. He or she shall keep track of dues collected and disburse them subject to the approval of the Board of Governors of the Club. The treasurer shall complete and submit annual financial forms to the Association, or as requested by the Association. Additionally, he or she shall complete and submit any documents that may be required by the Internal Revenue Service. The treasurer shall present the status of the bank accounts and funds at each Board meeting and have available for general membership meeting(s). The Treasurer will serve a minimum of three years due to the complex nature of the position. He or she shall assist the president of the Club.

## **Article VI --- Board of Governors**

**Section 1:** The Board of Governors, all of whom must be Active members of the Association, and members of the Club in good standing, shall consist of:

- a.** The above---named officers.
- b.** The chairpersons of the standing committees as defined in Article VIII.
- c.** The immediate past president of the Club will serve in an advisory role and will not vote unless holding a current board position.
- d.** As many additional members as the local club may choose to elect.
- e.** The president/CEO of the Association, or his or her designee as an ex officio member, without a vote.

Section 2: The Board of Governors shall have full power to fill all vacancies.

Section 3: The governance of the Club and the direction of its activities shall be vested in the Board of Governors.

Section 4: A meeting of the Board of Governors must be called by the president of the Club upon written request of two members of the Board of Governors.

Section 5: The Board of Governors shall hold at least two meetings per fiscal year and others at the discretion of the president.

## **Article VII – General Membership Meetings**

Section 1: At least one General membership meeting must be held each year. Failure to comply with this provision shall make the Club charter subject to revocation by the Association.

Section 2: There shall be such other meetings each year as the president, with the approval of the Board of Governors of the Club, deems desirable.

Section 3: The president of the Club must call a meeting upon the written request of ten members of the Club. Upon failure of the president to call such a meeting within ten calendar days of such request, the meeting may be called by any other officer or member of the Board of Governors, or by the ten petitioning members. In such instance, the president/CEO of the Association or designee shall be notified, and shall send due notice of the time, place and purpose of the meeting to all members of the Club.

Section 4: Where this constitution fails to provide authority for procedure, *Robert's Rules of Order* shall be used.

### **Article VIII --- Committees**

Section 1: The president of the Club shall appoint the following standing committees with the approval of the Board of Governors:

a. Meetings & Programs: It shall be the function of this committee to organize the meetings of the Club; plan the program; obtain the publicity for them; and to arrange notification by mail, electronic means or phone to the Club.

b. Membership: It shall be the duty of this committee to check the names of those eligible for membership with the Club and to use all means possible to encourage non---members to do their share in furthering the interests of the university by joining the Club. This committee shall work closely with the secretary in maintaining an accurate list of the names and addresses of the alumni, former students and other supporters of the Association and University in the Club area. The committee will also encourage alumni to become Active Members of The Ohio State University Alumni Association, Inc. whenever possible.

c. Student Recruitment & Scholarship: This committee shall serve as the communication link between the Director of Student Recruitment and the Club. The committee shall become familiar with alumni student recruitment resources, Admissions Office brochures, and attend necessary training workshops and update sessions. The committee shall be responsible for screening and scoring applications for Club scholarships and make recommendations for Club scholarship award winners to Board of Governors of the Club.

Section 2: The President of the Club, with the approval of the Board of Governors, shall appoint such additional committees as in the President's judgment the interests of the Club may require, and may prescribe the duties of such committees.

### **Articles IX --- Elections**

Members of the Board of Governors shall be elected by a majority vote of the club members in Good Standing. Elections should be held at minimum every 2 years. Members of the Board of Governors shall hold office until their successors have been qualified and elected. It should be encouraged to transition new members into board positions to generate new ideas and grow the member involvement. President and Treasurer transition must include a transfer of financial account authorizations before recognized as complete.

**Article X --- Bylaws**

The Club is permitted to establish bylaws at any regular board meeting of the Club, a quorum being present, by a two-third vote of all board members present, provided that notice of such proposed bylaw shall be provided via mail, electronic means or phone to each board member at least ten calendar days before such meeting. No amendment or addition to the bylaws can be made which is not in harmony with the Club constitution or is contrary to the constitution of the Association.

**Article XI --- Adoption**

This constitution shall be officially adopted upon its approval by a majority vote of the members of the Club in attendance at any regular or special meeting of the Club. It shall take effect upon the granting of a charter by the Board of Directors of the Association authorizing its functioning as an official alumni club of The Ohio State University.

**Article XII --- Amendments**

This constitution may be amended by a majority vote of the total votes cast in a manner decided upon by the Board of Governors of the Club. No amendments shall take effect until duly approved by the Board of Directors of The Ohio State University Alumni Association, Inc.

REVISION HISTORY

Date	Description	Who	File Name
October 2017	Article IX Elections - Add 2 yr minimum and election requirements	S. McGinnis	The Ohio State Alumni Club of Oklahoma Constitution Oct 2017 .docx
August 2018	Article III – cleaned it up, Article IV and Article VI are changed as result of our location in Oklahoma. Removed President—elect from article V Vice President.	M. Cooley	The Ohio State Alumni Club of Oklahoma Constitution August 18.docx