

Sample Constitution

The Ohio State University Alumni Club of _____

Article I - Name

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

Article II - Object

The Club is formed to promote the advancement of the interests of The Ohio State University and The Ohio State University Alumni Association, Inc. (hereafter referred to as the 'Association') and to establish closer fellowship among the alumni, friends and former students of The Ohio State University.

Article III - Membership

Those eligible for membership are:

Section 1. All graduates of The Ohio State University and all other persons who have been in attendance at the university.

Section 2. Such non-alumni and interested spouses of members who by their interest and activity have distinguished themselves by their work for the university and may be entitled to associate membership by special action of the Board of Governors of the Club. They may also be eligible to hold office and may serve as a committee member, *but must be a member of the Association.*

Section 3. Anyone eligible for membership shall become a member upon payment of dues or other criteria established by the Board of Governors of the Club.

Article IV - Officers

Section 1. The officers of the Club shall consist of at least a president, vice president, secretary, treasurer, and student recruitment chairperson, *all of whom must hold membership in the Association.*

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 and Chairpersons

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, shall become familiar with alumni club resources and shall attend or assign designee to necessary training workshops (such as the annual Alumni Leaders' Conference).

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 of the president/CEO of the Association; subject to the constitution of the Association. The secretary shall arrange 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. If dues are charged, he or she shall collect 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. He or she shall assist the president of the Club.

Section 5. Student Recruitment Chairperson (SRC): The SRC shall serve as the communication link between the Admissions Office and the Association, to the Club. He or she shall organize a committee of alumni student recruitment volunteers, become familiar with alumni student recruitment resources and Admissions Office brochures, and attend necessary training workshops and update sessions. He or she shall provide feedback to the Admissions Office and the Association regarding recruitment materials and activities.

Article VI - Board of Governors

Section 1. The Board of Governors, *all of whom must be members of the Association* 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.
- 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.

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 three members of the Board of Governors.

Section 5. The Board of Governors shall hold at least two meetings a year.

Article VII - Meetings

Section 1. At least one general alumni 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 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 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, Roberts 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 of the Club.

- 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, phone or both to the alumni in the area of the Club
- b. Membership: It shall be the duty of this committee to check the names of those eligible for membership with the Association and to use all means possible to encourage non-members to do their share in furthering the interests of the university by joining the Association. This committee shall work closely with the Secretary in maintaining an accurate list of the names and addresses of the alumni and former students in the Club area.
- c. Student Recruitment: This committee shall be constantly alert to see that high schools in their area are acquainted with the prestige and facilities of the university; shall make contact with prospective students; shall promote the award of alumni scholarships; shall notify the Association of outstanding students ready for college; and shall arrange to get literature and entrance forms in the hands of those students. This committee shall become familiar with alumni student recruitment resources and Admissions Office brochures, and attend necessary training workshops and update sessions.
- d. Scholarship – This committee shall be responsible for establishing and raising funds for the Club's scholarship fund. The committee shall distribute scholarship applications to local high schools and students, screen and interview applicants for Club scholarships and make recommendations for Club scholarship award winners to Board of Governors of the Club. The scholarship chairperson shall serve as the communication link between the Club and the Association.
- e. Publicity and General University Relations: This committee shall work closely with the Meetings & Programs Committee and shall use all means to obtain adequate and favorable publicity for the university; shall cooperate with the Association and with the Office of University Communications to insure that publicity emanating from the club is brought to the attention of the news editors of the newspapers in the area; shall be the liaison agency between the university and the local community.

Articles IX - Elections

Officers shall be elected by a majority vote each year (every two years at the club's discretion) at the general alumni meeting and shall hold office until their successors have been elected and qualified.

Article X - Adoption

This constitution shall be officially adopted upon its approval by a majority vote of the members of the local 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 XI - Amendments

This constitution may be amended by a majority vote of members of the local Club in attendance at any regular or special meeting. No amendments shall take effect until duly approved by the Board of Directors of the Association.