

S A M P L E – For Colleges and University Departments

CONSTITUTION

THE OHIO STATE UNIVERSITY

ALUMNI SOCIETY

Article I - Name

The name of this organization is The Ohio State University \_\_\_\_\_ Alumni Society, hereafter referred to as the Society.

Article II - Object

This Society is formed to promote the advancement of the best interests of The Ohio State University College of \_\_\_\_\_, including the Departments of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ by providing fellowship and the furtherance of professional relationships among the alumni, students, faculty, staff and friends of the Society. It shall be an integral part of The Ohio State University Alumni Association, Inc., hereafter referred to as the Association, the official alumni organization of The Ohio State University. The Society will also promote and support the mission of The Ohio State University Alumni Association, Inc.

Article III - Membership and Dues

Section 1: All former students of The Ohio State University College of \_\_\_\_\_, including the Departments of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ who have completed at least 15 credit hours of course/work at The Ohio State University, are eligible for membership in the Society.

Section 2: Such non-alumni who by their interest and activity have distinguished themselves by their work for the Society may be entitled to honorary membership by special action of the Board of Governors of the Society.

Section 3: Such non-alumni who express an interest in membership in the Society may be granted associate membership in the Society. Associate members may not hold office or vote on matters of the Society.

Section 4: Dues may be as established by the Board of Governors.

Section 5: Membership in good standing is defined as having membership dues paid for the current year.

Article IV - Officers

Section 1: The officers of the Society shall consist of President, First Vice President or President Elect, Secretary, and Treasurer, 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 from time to time.

#### Article V - Duties of Officers

Section 1: President: The President shall preside at all meetings of the Society, and shall be chairperson of the Board of Governors and an ex officio member of all committees.

Section 2: First Vice President or President-Elect: In the absence or disability of the President, or at the request of the President, the First Vice President or President-Elect shall perform the duties of the President. If the office of President becomes vacant, the First Vice President or President-Elect shall become President for the unexpired term. The First Vice President or President-Elect shall serve as the Chair of the Meetings and Programs Committee.

Section 3: Secretary: The Secretary shall have the custody of the names and addresses of the alumni in the area provided by the Association. The Secretary shall record all changes, notifying immediately the Association of any additions or corrections to the list. The Society shall not release the list for political or commercial purposes. Any person violating this policy is subject to expulsion from office by the Board of Directors of the Association, Inc. Release of the list shall be made only on approval of the Association, subject to the constitution of the Association. The Secretary shall serve as the Chair of the Membership Committee.

The Secretary shall send out all notices of meetings and shall send reports of all meetings and activities of the Society to the Association. The Secretary shall assist the President of the Society.

Section 4: Treasurer: The Treasurer shall supervise all receipts and expenditures and shall be the ex officio member of the Meetings and Programs Committee in charge of handling financial arrangements for the meetings. If dues are charged, the Treasurer shall collect and disburse them subject to the approval of the Board of Governors.

#### Article VI - Board of Governors

Section 1: Board of Governors, all of whom must be members of The Ohio State University Alumni Association, Inc., shall consist of:

- a. The above-named officers.
- b. Four to eight members at large elected to the board by the membership of the Society as outlined in Article IX.
- c. The President/CEO of the Association, or the President/CEO's designee as an ex officio voting

member.

- d. The Dean of the \_\_\_\_\_ as an ex officio voting member.
- e. The College of \_\_\_\_\_ representative to The Ohio State University Alumni Advisory Council as an ex officio voting member. (Only if you are a college-based alumni society)
- f. The Coordinator of Alumni Relations for the College of \_\_\_\_\_ as an ex officio voting member.
- g. A student representative selected by the board to serve as an ex officio voting member.

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

Section 3: The Governance of the Society 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 Society upon written request of at least three members of the Board of Governors.

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

#### Article VII - Membership Meetings

Section 1: At least one annual alumni meeting must be held each year. Failure to comply with this provision shall make the Society 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 Society, deem desirable.

Section 3: The President of the Society must call a membership meeting upon the written request of five percent of the members of the Society. 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 petitioning members. In such instance, the President/CEO of the Association shall be notified, and the President/CEO shall send due notice of the time, place and purpose of the meeting to all members of the Society.

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 Society shall appoint the following standing committees with the approval of the Board of Governors:

- a. Meetings and Programs: It shall be the function of this committee to organize the meetings of the Society; plan the program; obtain the publicity for them; and to get notification by mail, electronic means or phone, to the alumni of the Society.
- b. Membership: It shall be the duty of this committee to check the names of all eligible for membership with the President/CEO of the Association and to use all means possible to encourage non-members to do their share in furthering the interests of the College of \_\_\_\_\_ by joining The Ohio State University \_\_\_\_\_ Alumni Society. The committee will also encourage membership in the Association, whenever possible.

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

#### Article IX - Elections

Members of the Board of Governors shall be elected each year at the annual meeting and shall hold office until their successors have been elected and qualified. The terms will be staggered. Twelve board members shall be elected in 20\_\_, four for one-year terms, four for two-year terms, and four for three-year terms. Elections will be held at the annual meeting to replace board members whose terms have expired. The Board of Governors of the Society will select the aforementioned officers.

#### Article X - Bylaws

The Society is permitted to establish bylaws at any regular board meeting of the Society, a quorum being present, by a two-third vote of all board members present, provided that notice of such proposed bylaw(s) shall have been mailed to each board member at least ten days before such meeting. No amendment or addition to the bylaws can be made which is not in harmony with the Society constitution.

#### Article XI - Adoption

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

#### Article XII - Amendments

This constitution may be amended by a majority vote of all members present at any duly-called meeting of the members of the Society. No amendments shall take effect until duly approved by the Board of Directors of The Ohio State University Alumni Association, Inc.

Revised - May, 2008