

Constitution of The Ohio State University Alumni Club of Greater Cincinnati

Article I - Name

The name of this organization is The Ohio State University Alumni Club of Greater Cincinnati (hereafter referred to as the 'Club'). Locally, the Club is known as The OSU Alumni Club of Greater Cincinnati.

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

Section 1. Eligibility – Those eligible for membership are:

- a. **Graduates** – All graduates of The Ohio State University. Graduates may hold office and may serve as a committee chair or member.
- b. **Non-Graduate Alumni** – All other persons who have been in attendance at the university and completed at least 15 credit hours. Non-graduate alumni may hold office and may serve as a committee chair or member.
- c. **Non-Alumni and Spouses** – Such non-alumni and interested spouses of members who by their interest and activity have distinguished themselves by their work for the university. Such members are entitled to associate membership by special action of the Board of Governors of the Club and upon approval by the Board of Directors of the Association.

Section 2. Membership Activation – Anyone eligible for membership shall become a member upon payment of dues or other criteria established by the Board of Governors of the Club. Membership in good standing is defined as having membership dues paid for the current year.

Article IV - Officers

Section 1. Officers – The officers of the Club shall consist of at least a president, vice president, secretary and treasurer, all of whom must hold membership in the Association. The Board of Governors may create additional offices as necessary.

Section 2. Duties – The duties of the officers shall be such as are generally exercised by such officers, including those duties specifically described in Article V 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

Some of the duties and responsibilities of Club officers may be delegated to members of the Board of Governors as appropriate.

Section 1. President – The president shall preside at all meetings of the Club and shall serve as the chairperson of the Board of Governors of the Club. The president shall serve as an ex-officio member of all committees and assist project chairs when asked. The president shall set the calendar of events and determine the goals/vision of the Club with the help of officers and board members. The president shall hold bi-monthly officer meetings to discuss new ideas, areas of success and those that need improvement. The president shall serve as the main contact person between the Club and the Association. The president shall become familiar with alumni club resources and shall attend or assign a designee to necessary training workshops (such as the annual Alumni Leaders' Conference). The term of office shall be one year. At the expiration of his/her term, the president shall serve as a member of the Board of Governors for two successive years.

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. The vice president shall assist in the planning of certain events as directed by the Board of Governors. The vice president shall be a member of the Scholarship Committee. The term of office shall be one year. The vice president shall be a member of the Board of Governors.

Section 3. Secretary – The secretary shall record and make available the minutes of all meetings of the Club. The secretary shall provide printed agendas and meeting minutes at board meetings. The secretary shall keep a file of all previous meeting minutes for reference purposes and have it available at board meetings. The secretary shall send a copy of the most recent meeting minutes to the president in a timely manner. 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 secretary shall not release the list for political, commercial or personal gain, subject to expulsion from office by the Board of Directors of the Association. 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 and shall be an ex-officio member of all committees. The term of office shall be one year. The secretary shall be a member of the Board of Governors.

Section 4. Treasurer – The treasurer shall supervise all receipts and expenditures of Club funds. The treasurer shall send a copy of the most recent monthly financial report to the president in a timely manner. The treasurer shall submit a yearly budget for approval by the Board of Governors. The treasurer shall verify that reimbursement requests are within budget and shall have reimbursements to Board/Club members within one week of receipt. The treasurer shall discuss reimbursement budgeting questions with the project/committee chair and president. If dues are charged the treasurer or the chair of the project or event shall collect and disburse them subject to the approval of the Board of Governors of the Club. The treasurer shall complete and submit an annual financial report to the Association. The treasurer shall exercise an audit as directed by the Board of Governors. He or she shall assist the president of the Club. The term of office shall be one year. The treasurer shall be a member of the Board of Governors.

Article VI - Board of Governors

Section 1. Membership – 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 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. Duties – The Governance of the Club and the direction of its activities shall be vested in the Board of Governors.

Section 3. Nominations – The Board of Governors shall nominate a slate of officers and at large members of the Board whose membership in the Association have been verified. The slate will be presented to the membership at the annual alumni meeting for election.

Section 4. Vacancies – The Board of Governors shall have full power to fill all vacancies.

Section 5. Meetings – 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. The Board of Governors shall hold at least two meetings a year. Other meetings will be held at the discretion of the President or Board of Governors.

Article VII - Meetings

Section 1. General Alumni Meeting – A general invitation will be extended to all active members of the Club in the Greater Cincinnati area, and written notices will be sent to such groups of alumni as selected by the Board of Governors. 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. Other Meetings – 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. Special Membership Meeting – The president of the Club must call a meeting upon the written request of ten percent of the 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 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. Roberts Rules of Order – Where this constitution fails to provide authority for procedure, Roberts Rules of Order shall be used.

Article VIII - Committees

Section 1. Standing Committees – The president of the Club shall appoint the following standing committees with the approval of the Board of Governors of the Club. The chair and members of any committee must be members of the Club. Any officer of the Club may also be the chair of any committee.

- a. Membership** – It shall be the duty of this committee to use all means possible to encourage eligible non-members to become members of the Club. The Membership Committee shall check the names of those eligible for membership in the Club with the Association and to use all means possible to encourage non-members of the Association become members and further the interests of the university by joining the Association. This committee shall work closely with the Secretary in maintaining an accurate Club membership list of the names and addresses of the alumni and former students in the Club area and will share with Board members as needed.
- b. 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.
- c. Scholarship** – This committee shall administer the scholarship activities for the Club. Based on university guidelines, the Board of Governors will determine the amount and number of awards per year. 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 the university and Board of Governors of the Club as appropriate. The committee shall be responsible for planning a reception for scholarship recipients. The scholarship chairperson shall serve as the communication link between the Club and the Association.

Section 2. Ad Hoc Committees – The president of the Club shall appoint ad hoc committees with the approval of the Board of Governors to fulfill needs of the Club as they arise. Each ad hoc committee shall have a chairperson who shall be responsible for recording and reporting on the actions of the committee to the Board of Governors and the Club membership as appropriate.

Articles IX - Elections

Officers and at large members of the Board of Governors shall be elected each year at the general alumni meeting and shall hold office until their successors have been elected and qualified. The Board of Governors shall present a slate of officers and at large members at this meeting. Officers and at large members of the Board of Governors must be members of the Association and the Club.

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.

Club adoption: June, 2007.

Association approval: September, 2007.