

The Ohio State University Alumni Club of SARASOTA-MANATEE

Final for Approval – Summer 2010

Article I - Name

The name of this organization is The Ohio State University Alumni Club of SARASOTA-MANATEE (hereafter referred to as the "Club").

Article II - Goals

The Club is formed:

- A. To promote advancement of the interests of The Ohio State University and The Ohio State University Alumni Association, Inc. (hereafter referred to as the 'Association') with special emphasis on identifying, attracting, and recruiting outstanding students from our area to The Ohio State University and raising funds for this purpose.
- B. To establish closer fellowship among the alumni, friends and former students of The Ohio State University.

Article III - Membership

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 supported the University may be admitted to associate membership upon approval of the Board of Governors of the Club. They may also be eligible to hold office and may serve as a committee member.

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.

Section 4. Dues will be established by the Board of Governors.

Section 5. Membership is defined as having membership dues paid for the current year.

Article IV - Officers

Section 1. The officers of this Club shall consist of president, first vice president, second vice president, secretary, and treasurer all of whom must hold membership in the Club and 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 Club, shall be the chairperson of the Board of Governors 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. First Vice President: In the absence or disability of the president, or at his/her request, the first vice president shall perform the duties of the president. The first vice president will succeed the president upon the expiration of his/her term. If the office of president becomes vacant prior to the expiration of the appointed term, s/he shall become president for the unexpired term.

Section 3. Second Vice President: The second vice president shall succeed the first vice president upon expiration of his/her term. In the absence or disability of the first vice president, or at his/her request, the second vice president shall perform the duties of the

first vice president. If the office of the president becomes vacant and the first vice president is unable to act, s/he shall become president.

Section 4. Secretary: The secretary shall have the custody of all contact information 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 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 *his/her* office by the Board of Governors of the Club and/or by the Board of Directors 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 for recording and for consideration of publicity in the *Ohio State Alumni Magazine*. S/he shall assist the president of the Club.

Section 5. Treasurer: The treasurer shall supervise all receipts and expenditures of Club funds. If dues are charged, s/he shall collect and disburse them subject to the approval of the Board of Governors of the Club. The treasurer shall be familiar with and abide by the guidelines included in the Finances section of the Club Handbook available from the Association. S/he will assist the president of the Club in establishing fiscal policies and achieving the goals of the Club. The treasurer shall complete and submit annual financial forms to the Association.

Article VI - Board of Governors

Section 1. The Board of Governors, all of whom must be members of the Club and the Association, shall consist of:

- a. The above-named officers.
- b. The chairpersons of standing committees as defined in Article VIII.
- c. The immediate past president of the Club.
- d. Two At-Large members appointed by the president in consultation with the Meetings and Programs Committee Chair.
- e. Any additional members nominated by the executive board and approved by the Board of Governors as ex officio members.
- f. 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. The annual meeting of the Club shall be scheduled as determined by the Board of Governors.

Section 3. 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 4. 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 ten petitioning members. In such instance, the president/CEO of the Association or his/her 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 5. 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 and Programs Committee:

This committee shall organize the Club meetings and events, plan the programs, publicize the programs, and promote the Club events/programs and the Club objectives through mail, electronic media including a Web site, phone and other mediums.

b. Membership Committee:

It shall be the duty of the membership committee to seek new members through announcements at all events, on the Web site, and through review of the residence lists for Sarasota and Manatee Counties. The membership committee shall be responsible 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 and/or subcommittees 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. The committee will also encourage membership in the Association.

c. Student Recruitment and Scholarships Committee:

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. It shall be the duty of the committee to distribute scholarship applications, literature and entrance forms to local high schools and outstanding students ready for college. The committee shall be responsible for screening and interviewing applicants for Club scholarships and make recommendation for the Club scholarship award winners to the 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 his/her judgment the interests of the Club may require, and may prescribe the duties of such committees.

Article IX - Elections

The officers shall be elected for two-year terms by a majority vote at the annual general alumni meeting and shall hold office until their successors have been elected and qualified.

Article X – Bylaws

Section 1. Any member of the Executive Board may propose a bylaw at a Board of Governors meeting with quorum being present.

Section 2. Approval of any bylaw will require two-thirds votes of the members of the Board of Governors present provided there was a notice of such proposed bylaw was given to each board member at least ten days in advance of the meeting.

Section 3. No amendment or addition to the bylaws can be made which is not in harmony with the Club constitution.

Article XI - 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 XII - Amendments

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