

Constitution of The Ohio State University Alumni Club of Southern Colorado

Article I – Name

The name of this organization is the Ohio State University Alumni Club of Southern Colorado (hereafter referred to as the Club). Locally, the Club is known as the Pikes Peak Buckeyes.

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. Graduates – All graduates of The Ohio State University. Graduates may hold office and may serve as a committee chair or member.

Section 2. 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.

Section 3. Non-Alumni and Spouses – All other non-alumni and interested spouses of members who are friends of the university. Non-alumni and spouses may hold office and may serve as a committee chair or member.

Section 4. 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.

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 Club and the Association.*

Section 2. Duties – The duties of the officers shall be such as are generally exercised by such officers, including specifically those duties described in Article V, and such other duties 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 serve as the chairperson of the Board of Governors of the Club, shall become familiar with alumni club resources (such as the *Buckeye Partner*, and the *Alumni Club Leader Handbook*), and shall attend or designate a reasonable alternate to attend necessary training workshops (such as the annual Alumni Club Leaders' Conference).

Section 2. Vice President – The vice president shall assist the president. In the absence or inability 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 record and make available to the Club minutes of all meetings of the Club. 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 for recording.

Section 4. Treasurer – The treasurer shall supervise all receipts and expenditures. If dues are charged, he or she shall collect and disburse them subject to the approval of the Board of Governors. He or she shall establish and provide oversight of a separate account designated for scholarship funds. He or she shall assist the president.

Article VI – Board of Governors

Section 1. Membership – The Board of Governors 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 at large members as the Club may choose to elect from time to time.
- e. The president/CEO of the Association as an ex-officio member.

Section 2. Duties – The Board of Governors shall be responsible for the overall governance of the Club.

Section 3. Nominations – The Board of Governors shall nominate a slate of officers and at large members of the Board whose memberships in the Association have been verified by the Association, as required. 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 – The Board of Governors shall hold at least two meetings a year. 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 6. Dues – The Board of governors shall be responsible for setting the annual dues of the Club. They shall review the dues amount annually. They shall prescribe the allocation and use of funds collected from dues. The Board of Governors shall specify the use of dues including any portion of all dues collected to be allocated to a scholarship fund.

Article VII – Meetings

Section 1. General Alumni Meeting – At least one general alumni meeting shall be held each year. Election of Officers and at large members of the Board of Governors shall take place at this meeting. The membership may nominate additional candidates for the officers of the Club at this meeting by providing assurances that the nominated individual is eligible to hold office. Failure to hold an annual alumni meeting 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 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. 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. 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. **Meetings and Programs** – It shall be the function of the Meetings and Programs Committee to organize the meetings of the Club, plan the program, obtain publicity for Club activities, and arrange notification by email, mail, and/or phone to the alumni in the area of the Club. The Meetings and Programs Committee

shall have subcommittees to organize at least the following areas: athletics and community activities. The Meeting and Programs Committee shall be led by a chairperson appointed by the President and approved by the Board of Governors.

- b. Membership** – It shall be the duty of the Membership 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 use all means possible to encourage non-members of the Association to 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 list of the names and addresses of the alumni and former students in the Club area. The Membership Committee shall be led by a chairperson appointed by the President and approved by the Board of Governors.
- c. Student Recruitment** – The Student Recruitment Committee shall be constantly alert to see that high schools in the area of the Club 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. The Student Recruitment Committee shall be led by a chairperson appointed by the President and approved by the Board of Governors. The Chairperson shall serve as the communication link between the Admissions Office of the university, the Association, and the Club. He or she shall become familiar with alumni student recruitment resources and Admissions Office brochures. He or she shall 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. *The Student Recruitment committee chair must be a member of the Association.*
- d. Scholarship** – The Scholarship Committee shall be responsible for establishing and raising funds for an OSU Scholarship Fund in the name of the Club. They shall distribute scholarship applications to local high schools and students. Members of the Committee shall screen and interview applicants for club scholarship(s). The Scholarship Committee shall make recommendations for club scholarship award winner(s) to the Board of Governors for approval. The Scholarship Committee shall be led by a chairperson appointed by the President and approved by the Board of Governors. The Scholarship Chairperson shall serve as the communication link between the Club and the Association on matters relating to scholarships. *The Scholarship Committee chair must be a member of the Association.*
- e. Publicity and University Relations** – The Publicity and University Relations Committee shall work closely with the Meetings and Programs Committee, the Student Recruitment Committee, and the Scholarship Committee and shall use all means to obtain adequate and favorable publicity for the university and the Club. The Publicity and University Relations Committee shall maintain the Club web site. The Committee 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. The Committee shall be the liaison agency between the university and the local community. The Committee shall be led by a chairperson appointed by the President and approved by the Board of Governors.

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 selected by the members of the committee who shall be responsible for recording the actions of the committee and reporting on those actions 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. The Association membership of the slate of candidates, as required, shall be verified through the Association. The membership may nominate additional candidates for the officers of the Club and at large members of the Board of Governors at this meeting by providing assurances that the nominated individual is eligible to hold office including that they are a member of the Association, as required.

Article X – 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 XI – Amendments

This constitution may be amended by a majority vote of members of the 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.