

# OUSAAS CONSTITUTION

Revised 11/2004

## **ARTICLE I - NAME and MEMBERSHIP**

The name of this organization is the Ohio Union and Student Activities Alumni Society of The Ohio State University (hereinafter referred to as OUSAAS). The membership consists of former leadership volunteers, student employees, and professional staff of the Ohio and Drake Unions and Student Activities.

## **ARTICLE II - PURPOSE**

**Section 1:** The OUSAAS is formed to promote the interests of the student union community, and a closer fellowship among the alumni who have contributed their time and dedication to the student unions, activities boards, and numerous organizations that support the Ohio Union.

**Section 2:** This organization recognizes the history of its membership and the various names by which the student activities board has been known (Ohio-Drake Unions Activities, Student Events Committee, and Ohio Union Activities Board) and honors all alumni and all organizations who are housed in, and contribute to, the student union.

## **ARTICLE III - OFFICERS**

**Section 1:** The officers of the OUSAAS shall consist of a President, Vice President, Secretary, Treasurer and Communications Director, all of whom must hold membership in The Ohio State University Alumni 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 IV - DUTIES OF OFFICERS**

**Section 1 President:** The President shall preside at all meetings of the OUSAAS, and shall chair the Board of Governors and be an ex-officio member of all committees.

**Section 2: Vice President** In the absence, disability, or upon the request of the President, the Vice President shall perform the duties of the President. If the office of the President becomes vacant, he shall become President for the unexpired term.

**Section 3: Secretary** He/she shall send out all notices of meetings and shall send reports of all meetings and activities of the society to the Director of Alumni Societies of The Ohio State University Alumni Association for publicity in The Ohio State Alumni Magazine. He/she shall assist the President and shall be an ex-officio member of all committees.

**Section 4: Treasurer** The Treasurer shall supervise all receipts and expenditures and shall be the ex-officio member of the Event Planning committee in charge of handling financial arrangements for the meetings. The treasurer is responsible for collecting dues as established by the Board of Governors.

**Section 5: Communications Director** The Communications Director shall maintain the membership address database and coordinate the society's newsletter. He/she shall not release the list for political or commercial reasons, subject to expulsion from the office by the Board of Directors of The Ohio State University Alumni Association. Release of the list shall be made

only with the approval of the Director of Alumni Societies of The Ohio State University Alumni Association subject to the constitution of the Association.

## **ARTICLE V - BOARD OF GOVERNORS**

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

- a. Standing Officers (one year term as referenced in Article VIII)
- b. Immediate Past President (ex officio officer)
- c. Student Representative (ex-officio officer as appointed by the Director of the Ohio Union or his/her designee)
- d. Retired Directors of the Ohio Unions (ex officio officer)
- e. Current Director of the Ohio Union and/or the Director's designee (ex-officio officer)
- f. President of The Ohio State University Alumni Association or designee
- g. Three members-at-large.

**Section 2:** The President shall have full power to fill all vacancies upon approval by the Board of Governors (which may be done electronically should time not permit a meeting). Nominations are to be accepted by the President from the Board of Directors and general members.

**Section 3:** The government of OUSAAS 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 OUSAAS upon written request of three or more members of the Board of Governors.

**Section 5:** The Board of Governors shall hold at least two meetings a year, one before the annual meeting of the society to draw plans therefore, and the other at the discretion of the President.

**Section 6:** The three at-large members shall be elected for staggered three-year terms. The responsibilities for the members-at-large shall be outlined in the by-laws.

**Section 7:** Each of the Board members representing the organization's membership shall be elected to serve a three year term. The terms will be staggered to assure that new Board positions become vacant each year. A member will be limited to serve only two consecutive terms. If a Board member is serving a multi-year commitment as an officer of the Board or if extenuating circumstances require, as determined by the Board of Directors, the term may be extended past the limit of a third term. If for any reason a Board member cannot complete any term, the Nominating Committee will appoint a qualified individual to fill the vacancy for the unexpired portion of the term.

## **ARTICLE VI - MEETINGS**

**Section 1:** At least one meeting must be held each year. Failure to comply with this provision shall make the OUSAAS Charter subject to revocation by The Ohio State University Alumni Association.

**Section 2:** An annual meeting of the OUSAAS shall be held.

**Section 3:** There shall be such other meetings each year as the President of the OUSAAS deems desirable with the approval of the Board of Governors.

**Section 4:** The President of the OUSAAS must call a meeting of the whole upon written request of five members of the OUSAAS. Upon failure of the President to schedule such a meeting within thirty days of such a request, the meeting may be called by any member of the Board of Governors, or by the five petitioning members. In such instance, the Director of Alumni Societies of The Ohio State University Alumni Association shall be notified, and he shall send due notices of the date, place and purpose of the meeting to all members of the OUSAAS.

**Section 5:** Where this constitution fails to provide authority for procedure, Roberts Rules of Order shall be used.

## **ARTICLE VII - COMMITTEES**

Section 1: There shall be three standing committees within OUSAAS. The committees shall be the Event Planning Committee, Membership Committee, and Nominations Committee.

Section 2: The Event Planning committee shall be responsible for planning the annual reunion, compiling a list of invited guests, and collaborating with Ohio Union staff members.

Section 3: The Membership committee shall be responsible for planning group socials as well as recruiting other alumni and graduating seniors to the society.

Section 4: The Nominations committee shall be responsible for reviewing qualified individuals and providing a slate of new Board members for the membership to vote upon. The Nominations committee will also fill any emergency vacancies within the Board of Governors.

Section 5: The committee chairpersons for the Event Planning committee and the Membership committee shall follow the same election process as listed in Article VIII.

Section 6: The President of the OUSAAS, with the approval of the Board of Governors, shall appoint all other committees as in his/her judgment of the interests that the OUSAAS may require, and may prescribe the duties of such committees.

## **ARTICLE VIII - ELECTIONS**

The officers shall be elected each year at the annual meeting (by majority vote of members present) and shall hold office until their successors have been elected and qualified. The slate of officers that will be voted on will be presented by the Nominations committee.

## **ARTICLE IX - ADOPTION**

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

## **ARTICLE X - AMENDMENTS**

This constitution may be amended by a majority vote of the members of the OUSAAS in attendance at any regular or special meeting of the general membership of OUSAAS. No amendments shall take effect until duly approved by the Board of Directors of The Ohio State University Alumni Association.

## **ARTICLE XI - BY-LAWS**

Section 1: The Board of Governors shall be responsible for the creation of operating by-laws for the OUSAAS.

Section 2: The by-laws may be amended by a majority vote of the members of the Board of Governors in attendance at any of their regular or special meetings.