

The Ohio State University Alumni Club of Oklahoma
BI-Laws as of 24 Aug 18

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, our club will keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, they require different procedures for amending.

Provision for amendment of the by-laws is somewhat easier than that of the constitution, as rules of procedure should adapt to changing conditions of our organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article I- Parliamentary Authority

Section 1: The rules contained in *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable, and in which they are consistent with the by-laws of this organization.

Article II- Membership

Section 1: Annual dues, as established by the Board of Governors, are \$25.00.

Sub-section A: Fiscal Year for the Club runs from 1 July through 30 June.

Sub-section B: These dues go towards the Club's scholarship fund as determined by the Board of Governors.

Sub-section C: A Club member in good standing has current Fiscal Year dues paid

Sub-section D: Dues shall not be pro-rated

Section 2: Methods for Removing Members

Sub-section A: If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the federal, state, or local law, the member may be removed through a majority vote of the Elected and Appointed Officers of the organization.

Article III- Officers

Section 1: To serve as an Elected Officer or Elected/Appointed Executive Board Member of the alumni group, an individual must be a Life Member or Sustaining Member of The Ohio State Alumni Association, as well as in good standing with The Ohio State University Alumni Club of Oklahoma.

The Ohio State University Alumni Club of Oklahoma
BI-Laws as of 24 Aug 18

Sub-section A: Life Membership in the Association is defined as those alumni who were grandfathered in as of June 30, 2012 or those alumni on a payment plan that started before June 30, 2012.

Sub-section B: Sustaining Membership in the Association is defined as those alumni who donate \$75 or more to a university fund of their choice before December 31 of each calendar year.

Sub-section C: "Good standing" is defined as current on all dues owed to the Alumni Club of Oklahoma in the current fiscal year (1 Jul through 30 June)

Section 2: Officer Positions

Sub-Section A: Elected Officer Positions are defined as President, Vice President, Treasurer and Secretary.

Sub-Section B: Appointed Officer Positions are defined as Social Media Lead, Game Watch Lead, Scholarship Chair, Alternate Treasurer, and Board Members at Large.

Section 2: Methods for Removing Executive Officers

Sub-section A: Any elected or appointed officer of the organization may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board.

Article IV- Election/Appointment of Leadership

Section 1: Elections - The OSU Alumni Club of Oklahoma holds bi-annual elections in the month of July every other (or the first meeting of the program year).

Sub-section A: Elections are to take place at the annual membership meeting.

Sub-section B: Elections are presided over by the President, who facilitates the vote following presentation of candidates.

Section 2: Voting Procedures

Sub-section A: Half of recorded/dues paying membership must be present at the bi-annual elections for quorum, and elections to be held within annual membership meeting.

Sub-section B: Individuals hoping to run for an Elected Officer Position must be present at the election/membership meeting. Following motion and second for the opening of elections, each candidate will verbally express qualifications for the Elected Officer Position to the present

The Ohio State University Alumni Club of Oklahoma
BI-Laws as of 24 Aug 18

membership. Following the verbal presentation by individual candidates, the president will disseminate ballots to present members. Individual members will then select their preferred candidates for each position, before returning the ballot to those appointed by the president to count the votes.

Sub-section C: Should an Elected Officer be removed or step down from their position prior to the designated bi-annual membership meeting:

-the existing board (composed of elected and appointed officers) will appoint a replacement following Appointment Procedures. This individual will maintain the office until the annual election meeting.

Sub-Section D: Should any office not have more than one candidate then the individuals may be appointed without vote provided there are no voiced objections of the general membership

Section 3: Appointment Procedures

Sub-Section A: Individuals hoping to take on a position of responsibility with the board may select to apply for Elected/Appointed Officer positions. This individual must meet membership standards as described in Article III.

Sub-Section B: The elected officers will review the applications and appoint by majority vote all open positions.

Article V- Executive Committee This section elaborates beyond what the constitution states the specific duties and responsibilities of the Elected and Appointed Officers to the membership.

Section 1 President: As spelled out in the constitution, the president shall preside at all meetings of the Club, shall serve as the chairperson of the Board of Governors of the Club 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.

Sub-Section A: The president shall keep the Regional Engagement Officer – West Coast informed of the Clubs activities and issues

Section 2 Vice President: As spelled out in the constitution, 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.

Section 3 Treasurer: The treasurer shall supervise all receipts and expenditures of Club funds. And be the main party on the local club bank account with Bank of Oklahoma.

Sub-Section A: He or she shall keep track of dues collected in the OSUAA account held for our scholarship funds. Additionally, keep track of any funds collected as result of our annual

The Ohio State University Alumni Club of Oklahoma
BI-Laws as of 24 Aug 18

Scholarship fund raiser. These scholarship funds are to be disbursed first in the support of any scholarship to be awarded by the club. Any additional funds needed to support scholarship effort are subject to the approval of the Board of Governors of the Club.

Sub-Section B: The treasurer shall complete and submit annual financial forms to the Association, or as requested by the Association. Additionally, he or she shall complete and submit any documents that may be required by the Internal Revenue Service.

Sub-Section C: The treasurer shall present the status of the bank accounts and funds at each Board meeting and have available for general membership meeting(s). The Treasurer will serve a minimum of three years due to the complex nature of the position.

Sub-Section D: The Alternate Treasurer will assist the treasurer in tracking expenses. Alternate treasurer will be on bank accounts along with Treasurer and President.

Sub-Section E: Both the Treasurer and Alternate Treasurer will assist the President of the Club.

Section 4: Secretary:

Sub-Section A: The secretary shall have the custody of the names and addresses of the alumni in the area as gathered by the club and shall record all changes, immediately notifying the Association of any additions or corrections to the list. Herein after referred to the Alumni and Friends list. The President, and Vice President will also have access to this list. The Secretary shall record all changes, immediately notifying the President and Vice President of any additions or corrections to the Alumni and Friends list. The Club shall not release the Alumni and Friends list for political, commercial, or personal gain. Release of the list shall be made only 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 office by the Board of Directors of The Ohio State University Alumni Association, Inc.

Sub-Section B: The Secretary shall take the attendance and minutes of every board and general membership meeting. He or she shall distribute the minutes to the board for review and comment. Finalized minutes and any receipts (for reimbursement up to \$50.00 per board meeting) are to be posted at OSUAA post event and Incentive Reimbursement site (<https://groups.alumni.osu.edu/post-event-incentive-reimbursement/>). The Secretary will identify two additional board members to co-sign the submission.

Sub-Section C: The secretary shall assist the president of the Club

Article VI- Standing Committee

The standing committees shall include: Social Media/Membership, Game Watch, and Scholarships. Specific duties of each committee and their responsibilities to the organization leadership and general membership is spelled out in the sections below.

The Ohio State University Alumni Club of Oklahoma
BI-Laws as of 24 Aug 18

Section 1: Game Watch

Sub-Section A: It shall be the function of this committee to organize the Buckeye Game Watch meetings of the Club for all Football home and away as well as OSU Basketball or other Ohio State televised sporting events of interest. Ensure location to watch the game secured in advance. Meet with the establishment contact to discuss logistics. Take sign in of all present to include contact information (e-mail at minimum) to see who's attending these. Send listing to President and Secretary to ensure distribution listing is current. Promote Club membership.

Sub-Section B: Lead planning for annual scholarship fundraising event during a Buckeye Game Watch; Produce the publicity for the fund raiser. Meet with the establishment to ensure they are aware of our fundraising activity.

Sub-Section C: For each Game Watch and Specifically for Fundraiser, A Ready to Send (RTS) should be prepared to be sent by President or Vice President to the Alumni and Friends list, additionally provide information to the Social Media committee to be posted.

Section 2: Social Media/Membership

Sub-Section A: Facebook and Instant Messaging (IM): It shall be the duty of this committee to post events to the Club Facebook page (Facebook: Ohio State Alumni Club of Oklahoma) Answering questions and responding to posts and questions. Additionally, maintain the Ohio State Alumni Club of Oklahoma Instant Messaging IM account – responding to posts and questions.

Sub-Section B: Ensure The Ohio State Alumni Club of Oklahoma Club's official alumni association sponsored web site (www.oklahoma.alumni.osu.edu) is current and updated with events, post event pictures, other relevant information. Coordinate OSUAA Media Specialists (reginalcommunications@osu.edu) updates with President and/or Vice President and work with other board members working on projects.

Sub-Section C: Additionally, check the names of those gained through social media postings who are 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 shall work closely with the secretary in maintaining an accurate list of the names and addresses of the alumni, former students and other supporters of the Association and University in the Club. The committee will also encourage alumni to become Active Members of The Ohio State University Alumni Association, Inc. whenever possible.

The Ohio State University Alumni Club of Oklahoma
BI-Laws as of 24 Aug 18

Sub-Section D: This committee will report any fees associated with publication on social media page to board for reimbursement by Treasurer.

Section 3: Scholarship Chairman and Committee

Sub-Section A: This committee is comprised of a Chairman and members. The Chairman shall serve as the communication link between the Director of Student Recruitment and the Club. The committee through the chairman shall become familiar with alumni student recruitment resources, Admissions Office brochures, and attend necessary training workshops and update sessions

Sub-Section B: The committee shall be responsible for scoring applications for Club scholarships and make recommendations for Club scholarship award winners to Executive Committee of the Club.

Sub-Section C: If the Executive Committee determines that funds are available, a scholarship will be awarded to one recipient from Oklahoma.

Article VII- Other Board Members

Other board members who are not executive committee or standing committee chairs are known as "Member at Large." These members will actively participate in all matters of the board and shall assist the president of the Club

Article VIII- Meeting Requirements

A quorum consists of those members present at any regular or committee meeting. Fifty-percent of the members present are required to pass any items of business brought before the members. This applies to votes taken via e-mail or task as well.

Article IX- Method of Amending By-Laws

Amending the by-laws can also be left up to a vote of the Executive Committee at a regularly scheduled board meeting, thus not to have a vote of the whole membership.

Additionally, By-laws may be amended by proposing in writing and reading the change at a general meeting of the board and then bring a proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present.