

## THE ALUMNI SOCIETY OF THE COLLEGE OF SOCIAL WORK BY-LAWS

### I. NAME

The name of this organization shall be “The Alumni Society of the College of Social Work”, hereafter referred to as the Society.

### II. PURPOSES OF THE SOCIETY

Purposes of the Society are to:

- Assist with outreach and engagement of alumni through service opportunities, student activities, and other events that support the mission of the College and the University.
- Serve in an advisory capacity to the Dean on alumni matters.
- Work collaboratively with the College Assistant Director of Annual Giving and Alumni Engagement to plan and implement society events.

### MEMBERSHIP

STILLMAN MEMBERSHIP (automatic upon graduation)

Gives you access to:

- College newsletters and communications
- Volunteer opportunities
- Invitations to general alumni events (i.e., Alumni Hall of Fame Awards Dinner, advocacy events, social hours)
- The Career Network to view job openings

STILLMAN ELITE MEMBERSHIP

Available via one of the following ways:

- Alumni Society or OSU Alumni Association board member during the past year
- Volunteered a minimum of 8 hours with the college in the past year at a service related event that the CSW Alumni Society organized
- Field Instructor for a CSW student during the past year
- Made a monetary donation of a minimum of \$25 to the college during the past year

Gives you access to everything in a Stillman Membership, plus:

- Selected free alumni continuing education trainings
- Opportunity to purchase event and athletic tickets
- The Career Network (view job postings, apply to positions, post resume, etc.)
- 25% discount on all CSW continuing education trainings

- Invitation to special alumni events (e.g., wine & cheese gatherings, networking socials, invitation-only events)

### **III. THE SOCIETY'S RELATIONSHIPS WITH THE UNIVERSITY, THE COLLEGE AND PROFESSIONAL SOCIAL WELFARE ORGANIZATIONS**

- The Society shall support the general mission of the university. It shall make itself available as a resource in matters in which it is felt its assistance can be utilized for promoting the growth and well-being of the university. The Executive Committee shall be responsible for formulating policies and procedures for the Society, which is in keeping with those of The Ohio State University Alumni Association.
- The Society will help promote the College's advancement by outreaching and engaging alums with service opportunities.
- The Society shall collaborate with Professional and Social Welfare Organizations for the purposes of supporting social change, positively impacting the community, Ohio and throughout the Nation

### **V. THE EXECUTIVE COMMITTEE**

The Ohio State University, Office of Alumni Relations and the Dean of the College of Social Work are responsible for the administration and legal commitments of the Society.

The Executive Committee of the Society, a body consisting of elected members from the Society, students enrolled in the College, a faculty representative from the College, and the Assistant Director of Annual Giving and Alumni Engagement for the College of Social Work or his designate.

Elected members shall represent the interests of the alumni by promoting activities consistent with the stated purposes of the Society. Each member is empowered to exercise an individual vote and thus assumes a responsibility to participate actively in the affairs of the Executive Committee.

#### **A. Membership Composition**

Nineteen individuals are empowered to sit on the Executive Committee. They include: three officers—President, Vice-President, and Secretary; eight members elected at-large from the active association membership; the Immediate Past President, who serves in an ex-officio capacity with voting privileges; the Faculty Liaison, who is appointed by the dean of the College; student representative who are selected by the Executive Committee; and the Director of Alumni Affairs of The College of Social Work or designate, who serves in an ex-officio capacity with voting rights. (All officers and committee members, with the exception of the Faculty Liaison and the student members, must be members of the Society and The Ohio State University Alumni Association. (Officers cannot be employed as a professor or full-time employee of The Ohio State University)

B. The Society Officers and Their Duties

1) The President will preside at all meetings of the Executive Committee; call meetings of the committee as stipulated in the Constitution and special meetings if needed to assure the orderly and timely conduct of the business of the Society; appoint members to standing and ad hoc committees as needed; and serve as the official representative and spokesperson for the Society; and will serve as chairperson of the committee.

2) The Vice-President will assist the President; perform the duties of the President in his/her absence or temporary incapacity; coordinate program planning and the work of standing committees.

3) The Secretary will be responsible for recording the minutes for all Executive Committee meetings; for notifying all members of the meetings dates and forwarding all pertinent documents; for handling all official correspondence for the Society; and for maintaining a central repository for all official records of the Society; (e.g., those of the Executive Committee, officers, standing and special committees, activities, etc.).

The Secretary shall have the custody of the names and addresses of the alumni provided by the Director of Alumni Affairs of The Ohio State University Alumni Association. He/she shall be responsible for having all changes recorded and for immediately notifying the Director of Alumni Affairs of The Ohio State University Alumni Association of any additions or corrections to the list. The Secretary shall not release the membership list for political or commercial purposes, subject to expulsion from office by the Society and the Board of Directors of the Ohio State University Alumni Association. Release of the list shall be made only after obtaining the approval of the Director of Alumni Affairs of The Ohio State University Alumni Association subject to the constitution of the Society.

C. Members-At-Large

The members elected at-large will provide representation to the Executive Committee from the board alumni membership and will convey the interests of the alumni constituency. Members will be expected to assume responsibilities on various committees and on special projects at the request and appointment of the President of the Executive Committee. One at-large member will be appointed by the President to serve on each of the Society's standing committees.

D. Faculty Liaison

In order to provide a close working relationship and communication link between the Society and the College, a faculty representative from the College will serve as a non-voting member of the Executive Committee. The liaison from the College shall convey information about the activities of the College which have relevance for the Executive Committee and alumni members; serve as an advisory link between the Dean and the Executive Committee; and aid in the exchange of resources when needed.

The Faculty Liaison will be appointed by the Dean of the College after discussion with and concurrence of the Executive Committee (or the President as its representative). The appointment shall be for one academic year and may be extended after review and agreement by the Dean, the Executive Committee and the faculty. It is expected that the Faculty Liaison will be in regular attendance at Executive Committee meetings.

E. Student Members

The student body of the College shall be represented on the Executive Committee by members who are enrolled in the College. One representative shall be enrolled in the undergraduate program and one shall be enrolled in the graduate program. They shall be nominated and appointed to the Executive Committee as a non-voting member

The student association shall provide the Assistant Director of Annual Giving and Alumni Engagement with the names of those students who have been officially designated to serve on the Executive Committee. Student representatives shall be appointed for a one (1) year term and may be re-appointed to serve one additional year. (In the absence of an officially recognized student group, the Dean of the College will be asked to recommend students who can be appointed to the committee.)

F. Standing Committees

Three standing committees shall be constituted to carry out the basic, ongoing functions of the Executive Committee. Members of the Executive Committee have been designated to serve as “core members” of each of these committees. It will be both encouraged and anticipated that these committees will incorporate representatives from the Society’s broader membership in ongoing and specialized activities of each of the committees.

In November each standing committee will prepare a descriptive, prioritized list of projected activities for the calendar year and an estimate of budgetary expenditure which would be needed to carry out each activity. Committee projections shall be forwarded to the executive committee. The executive committee will review fixed and recommended Society funding needs and anticipated resources, will formulate a recommended Society operating budget for the year.

1) Membership Committee

The overall responsibility for this committee shall be directed to promoting the Stillman Elite membership with the Society. The Membership committee shall work closely with the Assistant Director of Annual Giving and Alumni Engagement to promote service opportunities for students, alumni and faculty.

Membership of the committee: Membership Committee Chairperson, one (1) Member-At-Large, and one (1) Student Member appointed by the President.

2) Elections Committee

The charges to this committee shall include: the selection and nomination of a qualified candidates for election to the Executive Committee for approval by that committee; oversight responsibility for carrying out the election procedures as specified in this constitution.

Membership of the committee: Chairperson, President, Membership Committee Chairperson and one (1) Member-At-Large to be appointed by the President.

3) Program Committee

This committee shall be responsible for the generation of proposals for program activities which will be of interest to members and will promote the goals of the Society. The committee has oversight of all activities related to programs that have been approved by the Executive Committee. Such activities may be exclusive sponsorship of the Society or jointly sponsored activities with other organizations. Program activities would include, among others, the annual meeting, continuing education workshops, social events, and student-related activities.

Membership of the committee: Chairperson, Vice-President, one (1) Member-At-Large, and one (1) Student Member to be appointed by the President.

G. Election Of Officers And Members-At-Large

1) Term of Office

A term of office for officers and members-at-large of the Executive Committee is for two (2) years. Annual term of office will be concurrent with the calendar year, July 1 through June 30. No elected members shall serve more than two terms (four years) as a committee member unless he/she is completing an unexpired term of office. At the end of the four-year membership tenure, a period of one year must elapse before an individual will be considered eligible for re-election to the Executive Committee.

2) Electoral Structure and Process

The Elections Committee shall assume the responsibility for preparing a slate of candidates for election to those Executive Committee positions in which the term of office is due to expire on June 30 and will present the slate of nominees to the Executive Committee for its review and approval. The Elections Committee will then present the slate of candidates to the active membership at the Annual Meeting for approval and election; verify the results of the election; and identify the new officers to the Society members. . Newly-elected Executive Committee members will be notified of their election by the Elections Committee within seven (7) days. Subsequently, the President of the Executive Committee shall forward to the Ohio State University Alumni Association, an updated membership roster for the Executive Committee

following the election. Newly-elected Executive Committee members will assume office at the next regularly scheduled meeting of the committee.

#### H. Meetings of the Executive Committee

There shall be a minimum of eight (8) Executive Committee meetings per year, with the dates to be designated by the committee. A quorum for conducting business shall consist of seven (7) voting members. Measures may be passed by a simple majority. Those members who have voting privileges (one vote for each) include: officers and members-at-large,.

It is expected that all members of the committee will be active participants and assume the responsibilities for which they have been elected or selected. If attendance at a regularly scheduled committee meeting is not possible, the member should contact the Secretary or another member to inform the committee of his/her anticipated absence. Should a member be absent for three (3) meetings without due cause, it will be concluded that the member is unable to fulfill his/her committee membership responsibilities. After conferring with the member, the President shall then inform the member by letter that his/her membership on the committee will be terminated. In such an event the Executive Committee will nominate and appoint an individual to fill and serve in that position until the next regularly scheduled election. All members of the Executive Committee must be current members of both the College of Social Work Alumni Society Stillman Elite and The Ohio State University Alumni Association Sustaining Membership.

Student members will also be expected to attend all scheduled meetings unless the meetings are held on dates when students are in class. Should the student member or an alternate be unable to consistently attend regularly scheduled meetings, the President shall request that the student organization or the Dean appoint a replacement member as soon as possible.

#### VI. PROCEDURE FOR AMENDING THE CONSTITUTION

A petition to amend this constitution may be initiated by: 1) a majority of the member of the Executive Committee or, 2) by fifteen (15) active members of the Society.

A written statement outlining the rationale for a requested change in the constitution and accompanied by either a substitute or deletion statement, shall be presented to the President of the Executive Committee. The statement shall carry the signatures of those individuals who are petitioning for the constitutional change and the signatures will be verified by the Secretary of the Society.

Acknowledgement of receipt of the proposed amendments shall be made to the petitioners upon verification of membership status.

The Elections Awards Committee shall prepare the amending statement for a referendum vote of all current active members of the Society in attendance at the Annual Meeting. Editorial alterations in the submitted amending statement may be made in the interest of clarity with the knowledge and agreement of those parties who initiated the petition.

A reading of the proposed amendments or changes by the President will be voted on during the Annual Meeting. A simple majority show of hands will be sufficient for determining acceptance or rejection of the proposed constitutional change. No amendment shall become effective until duly approved by its Board of Directors of The Ohio State University Alumni Association.

#### **VIII. ADOPTION OF THIS CONSTITUTIONAL REVISION**

This amended constitution of the College of Social Work Alumni Association has been necessitated by a properly filed petition requesting both electoral and procedural changes and Executive Committee structural changes in October of 1990.

This revised constitution for the Association will become effective with a majority acceptance by the Executive Committee, approval by a majority of members present at an officially convened meeting of Society members, and its approval by the Board of Directors of The Ohio State University Alumni Association.