

CONSTITUTION

OHIO STATE UNIVERSITY KNOWLTON SCHOOL OF ARCHITECTURE

ALUMNI SOCIETY

Article I – Name

The name of this organization is The Ohio State University Knowlton School of Architecture Alumni Society, hereafter referred to as the Society.

Article II – Object

This society is formed to promote and enhance the Mission of The Ohio State University Knowlton School of Architecture, including the Sections of Architecture, City and Regional Planning, and Landscape Architecture, through the development, enhancement, and growth of a robust and highly engaged Alumni and by providing fellowship and the furtherance of professional relationships among the Alumni, students, faculty, staff, and friends of the Society. It shall be an integral part of The Ohio State University Alumni Association, Inc., hereafter referred to as the Association, the official alumni organization of The Ohio State University, hereafter referred to as the University. The Society will also promote and support the mission of the Association.

Article III – Membership

1. All persons who hold degrees awarded by the University including associate, bachelor, graduate, professional, and honorary degrees who were affiliated with The Ohio State University Knowlton School of Architecture, including the Sections of Architecture, City and Regional Planning, and Landscape Architecture, for a minimum of one year, are eligible for membership in the Society and may hold office and vote on matters of the Society.
2. Such non-alumni who hold a degree in fields other than Architecture, City and Regional Planning, Landscape Architecture, but have a demonstrated interest in these fields, may be entitled to honorary membership by special action of the Board of Governors of the Society. Honorary members may not hold office, but are eligible to vote on matters of the Society as determined by the Board of Governors of the Society.
3. Such non-alumni who express an interest in membership in the Society may be granted associate membership in the Society. Associate members may not hold office, but are eligible to vote on matters of the Society as determined by the Board of Governors of the Society.
4. Such non-alumni who are deemed honorary members and/or associate members must be active members of The Ohio State University Alumni Association, designating the required membership contribution to the KSA Alumni Society Scholarship Fund.

Article IV – Officers

The officers of the Society shall consist of President, Vice President, Secretary, and Treasurer, all of whom must be Active Members in the Association and the Society.

The duties of the officers shall be those defined in Article V and additional duties that may be assigned to them respectively by the Board of Governors.

Article V – Duties of Officers

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

Section 2. Vice President: In the absence or disability of the President, or at the request of the President, the Vice President shall perform the duties of the President. If the office of President becomes vacant, the Vice President becomes President for the unexpired term. The Vice President shall be a member of the Board of Governors and serve as the Chair of the Meetings and Programs Committee.

Section 3. Secretary: The Secretary shall be a member of the Board of Governors and shall coordinate the notices of all meetings and shall send minutes from all meeting and reports on activities of the Society to the President/CEO of the Association. The Secretary shall assist the President.

The Secretary, with the assistance of the Knowlton School of Architecture, shall have the custody of the names and addresses of the alumni and other persons eligible for membership in the area provided by the Association. The Secretary shall record all changes, notifying the Association immediately of any additions or corrections to the list. The Society shall not release the list for political, personal, or commercial purposes. Any person violating this policy is subject to expulsion from office by the Board of Directors of the Association. Release of the list shall be made only on approval of the Association, subject to the constitution of the Association.

Section 4. Treasurer: The Treasurer shall supervise all receipts and expenditures and shall be the ex-officio member of the Meetings and Programs Committee in charge of handling financial arrangements for the meetings. If dues are charged, the Treasurer shall collect and disburse them subject to approval of the Board of Governors. As requested, the Treasurer shall complete and submit annual financial forms to the Association. Additionally, the Treasurer shall complete and submit any documents that may be required by the Internal Revenue Service. The Treasurer shall be a member of the Board of Governors.

Article VI – Board of Governors

Section 1: Board of Governors, all of whom must be Active Members of the Association and the Society, shall consist of:

A. The above-named officers (4 members) and the immediate past president if not already a member of the Board of Governors.

B. A maximum of 8 additional members elected by the Society

C. The President/CEO of the Association, or the President/CEO's designee, as an ex-officio member, without a vote.

D. The Director of the Knowlton School of Architecture, or the Director's designee for coordination of alumni relations, as an ex-officio member, without a vote.

E. The Knowlton School of Architecture representative to The Ohio State University Alumni Advisory Council as an ex-officio voting member.

F. One student representative each for the Sections of Architecture, City and Regional Planning, and Landscape Architecture, as selected by the Board of Governors to serve as voting members.

Section 2: The Board of Governors shall have full power to fill all vacancies.

Section 3: The Government of the Society 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 Society upon written request of at least three members of the Board of Governors.

Section 5: The Board of Governors shall hold a minimum of two meetings a year, and others at the discretion of the President.

Article VII – Meetings

Section 1: At least one annual member meeting of the Society must be held each year. Failure to comply with this provision shall make the Society's charter subject to revocation by The Ohio State University Alumni Association.

Section 2: There shall be such other meetings each year as the President, with the approval of the Board of Governors of the Society deems desirable.

Section 3: The President of the Society must call a meeting upon the written request of five percent of the total members of the Society. 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 five 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 Society.

Section 4: 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 Society shall appoint the following standing committees with the approval of the Boards of Governors.

Meetings and Programs: It shall be the function of this committee to organize the meetings of the Society; plan the program, obtain the publicity for them; and to get notification by mail, electronic means, or phone to the members of the Society. 4

Section 2: The President of the Society, with the approval of the Board of Governors, shall appoint such additional committees as the interests of the Society may require, and may prescribe the duties of such committees.

Article IX – Elections

Members of the Board of Governors shall be elected each year at the annual member meeting and shall hold office until their successors have been qualified and elected. The terms will be staggered as noted in Appendix I, using three year terms as identified on a list maintained by the Secretary. Elections will be held at an annual member meeting to replace members of the Board of Governors whose terms have expired. The Board of Governors will select the aforementioned officers.

Article X – Adoption and Bylaws

This constitution shall be officially adopted upon its approval by a majority vote of the members of the Society in attendance at any regular or special meeting of the Society. It shall take effect upon the granting of the charter of the Board of Directors of the Association, authorizing its functioning as one of the official alumni constituent groups of the University.

The Society is permitted to establish bylaws at any regular meeting of the Board of Governors of the Society, a quorum being present, by a two-thirds vote of all board members present, provided that notice of such proposed bylaw(s) shall have been communicated via mail or electronic means to each board member at least ten days before such meeting. No amendment or addition to the bylaws can be made which is not in harmony with this constitution or is contrary to the constitution of the Association.

Article XI – Amendments

This constitution may be amended by a majority vote of the total votes cast in a manner decided upon by the Board of Governors of the Society. No amendments shall take effect until duly approved by the Board of Directors of the Association.

Appendix 1: Board members shall be elected annually at an annual member meeting, six each year, for two year terms to replace or reelect board members whose terms have expired.

Adoption Date: September 1996

Amendment Date: March 1991

Amendment Date: July 1996

Amendment Date: May 2001

Amendment Date: October 2011

Amendment Date: October 2012

Amendment Date: September 12, 2014 (date approved by OSUAA Board)