

**THE OHIO STATE UNIVERSITY
COLLEGE OF PHARMACY ALUMNI SOCIETY
CONSTITUTION AND BY-LAWS**

ARTICLE I - NAME

The name of the organization is The Ohio State University College of Pharmacy Alumni Society (hereinafter referred to as the Society). It shall be an integral part of The Ohio State University Alumni Association, Inc., the official alumni organization of The Ohio State University (hereinafter referred to as the Association).

ARTICLE II – OBJECT/MISSION STATEMENT

The Society is formed to promote and advance the interests of The Ohio State University College of Pharmacy and to promote fellowship among the alumni, students, faculty, and friends of The Ohio State University College of Pharmacy; promote the advancement of The Ohio State University and its College of Pharmacy; encourage and support academic, clinical, and research excellence in the College; and provide for publishing information on the College's activities and accomplishments.

ARTICLE III – MEMBERSHIP

Section 1. Active members of the Society are the Honorary_Lifetime Members, lifetime members, associate members and College of Pharmacy graduates who have paid the current membership dues.

Section 2. All graduates of The Ohio State University College of Pharmacy are eligible for active membership.

Section 3. Non-alumni who are interested may become an associate member upon written request.

Section 4. Student memberships are open to all students in the College of Pharmacy.

Section 5. Associate and student members are ineligible to vote and hold office but may serve as committee members.

ARTICLE IV – GOVERNING BOARD

Section 1. The Governing Board, all of whom must be members of this Society and The Ohio State University Alumni Association, shall consist of:

- a) The executive committee, consisting of the officers of the Society (President, President Elect, Vice President, Secretary, Treasurer, immediate Past President), regional directors, College of Pharmacy representative to the Alumni Advisory Board, Honorary Lifetime Members as ex-officio members, Chairman of the Alumni Relations Committee of the College as an ex-officio member, and the Dean of the College of Pharmacy or his representative as an ex-officio member, Director of Alumni Affairs of the College as an ex-officio member, and the Director of Development (and External Affairs) as an ex-officio member.
- b) District representatives.
- c) The President of the Pharmacy Council of The Ohio State University College of Pharmacy as an ex-officio member.
- d) The Presidents or a designated representative of the APhA-ASP Chapter, the SSHP Chapter, the SNPhA Chapter, the AMCP and a pharmacy representative of the IPC, and all other student organizations at The Ohio State University College of Pharmacy as ex-officio members.
- e) The President/CEO of The Ohio State University Alumni Association or his/her designee as an ex-officio member.
- f) Appointees as designated by the executive committee and the President.

Section 2. The government of this Society and the direction of its activities shall be vested in the Governing Board.

Section 3. The Executive Committee shall have power to fill all vacancies.

Section 4. A meeting of the Governing Board must be called by the President of the Society upon written request of ten members of the Governing Board.

Section 5. The Governing Board shall hold at least one regular meeting a year before the annual meeting of the Society.

Section 6. The district representatives shall be elected for four-year terms. The State of Ohio is divided into 18 districts. There will be a minimum of one and a maximum of 10 representatives for each district (see addendum for map and number of alumni per district). The number of representatives for each district will be based on the number of alumni per district by the following formula

<u>Number of Alumni</u>	<u>Number of Representatives</u>
1-100	1
101-200	2
201-300	3
301-400	4
401-500	5
501-750	6
751-1000	7
1001-1250	8
1251-1500	9
1501	10

All alumni board representatives must serve on one of the alumni society committees. In addition there will be four at-large members from outside Ohio who will have staggered four-year terms (two appointed by the Board every two years). District representatives will be elected by active Society members in their own district. So that the district representatives will have staggered four-year terms, every two years, representatives of the odd or even numbered districts will be elected. In this way each two years there will be an election of representatives for only half of the districts.

The Board, at its discretion, has the authority to appoint three at-large members for one four year term of office regardless of geographic location. A maximum of three such members is allowed for any given year. The incoming president, at the discretion of the Board, may appoint up to 5 at-large Board members, regardless of geographic location, to a 4-year term

of office. One of these appointees shall be the unsuccessful candidate for the office of vice president in the most recent election. Moreover, the Governing Board has the authority to grant honorary life membership in the Society to those deemed deserving and to grant permanent positions on the Governing Board to those so honored, with dues being waived.

Section 7. District representatives may be elected or appointed to serve no more than two successive terms. After a lapse of one term, former district representatives are then eligible for election or appointment to the Governing Board. Term limits may be waived by a two-thirds vote of the Executive Committee.

Section 8. There shall be no more than five regions within the State of Ohio. Each region will have a director appointed by the Governing Board from the elected representatives in a region for a two year term. Regional committees, appointed by the director, will support the Dean of the College and the development officer when needed. Each Regional Director will call at least one regional meeting a year of the regional committee.

ARTICLE V – DUTIES OF OFFICERS/EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall act on behalf of the Society when it is not in session. Policy decisions shall not be made without Governing Board approval.

Section 2. President – The term of this office shall be two years and cannot be re-elected to succeeding terms. The President shall preside at all meetings of the Society, and shall be Chairman of the Governing Board.

Section 3. President-Elect – The term of this office shall be two years. The President-Elect will assume the office of President at the end of the two year term. In the absence, disability or upon the request of the President, the President-Elect shall become President for the unexpired term as well as for the regular two year term.

Section 4. Vice President – The term of this office shall be two years. In the absence, disability or upon the request of the President, the Vice President shall perform the duties of and shall fulfill the term of office of the President-Elect. If the office of the President becomes vacant, and the President-Elect is unable to act, the Vice President shall become President.

The vice president will assume the office of president-elect at the end of the two-year term.

Section 5. Secretary – The secretary shall be appointed by the Society Governing Board. The Secretary shall have custody of the names and addresses of the Alumni of the College of Pharmacy provided by the President/CEO of the Association. The Secretary shall record all changes, notifying immediately the Director of Alumni Affairs of any additions or corrections to the list. The Secretary shall not release the list for political or commercial purposes. Release of the list shall be made only on approval of the President/CEO of The Ohio State University Alumni Association subject to the Constitution of the Association. The Secretary shall be responsible for taking minutes of all meetings, for sending out notices of all meetings and for sending reports of all meetings and activities of the Society to members of the Governing Board and the Association.

Section 6. The Treasurer shall be appointed by the Society Governing Board and collect all monies and disburse all funds subject to the approval of the Governing Board. The treasurer shall render a full account at meetings of the Board of Governor's and an annual report at the February Board of Governor's Meeting.

Section 7. The Immediate Past President shall serve a two-year term on the Governing Board following the presidential term.

ARTICLE VI

Section 1. The fiscal year of the Society will be from January 1 to December 31.

ARTICLE VII – MEETINGS

Section 1. At least two meetings of the Society Governing Board shall be held each year. There shall be other meetings as the President, with the approval of the Governing Board of the Society, desires. Members of the Governing Board who fail to attend two consecutive Governing Board meetings are subject to removal from office by majority vote of the Governing Board. The Governing Board will then appoint a replacement for that member's term of office.

Section 2. The President of the Society must call a membership meeting upon the written request of five percent of the 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 petitioning members. In such instance, the President/CEO of The Ohio State University Alumni Association, Inc. shall be notified, and the President/CEO shall send due notice of the time, place and purpose of the meeting to all members of the Society.

Section 3. Where this Constitution fails to provide authority for procedure, Robert's Rules of Order shall be used.

Section 4. The By-Laws may be changed by the vote of the majority of Society Board Members present at a Governing Board Meeting.

ARTICLE VIII– ELECTIONS

The current alumni advisory committee shall appoint the first officers and district representatives. For election of officers henceforth, the president shall appoint a three-member nominating committee, the chairman of which shall be the president-elect. This nominating committee shall prepare a slate of officers and district representatives of at least one candidate for each office, and present it to the Governing Board for approval. The slate shall then be presented to the active members of the Society for election by mail ballot no later than four weeks after Board approval. The Tellers Committee appointed by the President, who are members of the Society, but are not candidates for office, shall count the ballots and report the results to the President, who in turn shall inform the Society members. The nominees shall be notified of the results four weeks prior to the annual meeting. Officers shall hold office until their successors have been elected. In the event of a tie vote for a District Representative, both will serve.

ARTICLE IX – ADOPTION

This Constitution was officially adopted on September 11, 1981 at a meeting of the members.

ARTICLE X – AMENDMENTS

This Constitution may be amended by a majority vote of all active Society members present at any duly called meeting of the members of the Society. Any proposed Amendment shall be provided in writing to all active Society members at least thirty days prior to a duly called meeting.

Rev. May 13, 1994

Rev. May 3, 1996

Rev. May 1, 1998

Rev. May 7, 2004

Rev. May 6, 2011

ARTICLE XI – BY-LAWS

COMMITTEES

Section 1. The President of the Society shall appoint the following standing committees with the approval of the Governing Board: Each Committee shall consist of a minimum of three persons with a chairperson appointed by the president.

- a) Annual Meeting and Program Committee – It shall be the function of this Committee to organize the annual meeting of the Society; plan the program; publicize the meeting; and to notify the membership of the Society of said meeting.
- b) Social Committee – It shall be the function of this Committee to organize the annual College of Pharmacy Alumni Day; plan the program; publicize the event; and to notify the membership of the Society of the said event. This committee shall include the Chairman of the Alumni Relations Committee of the College.
- c) Membership Committee – The Committee shall promote membership in the Society. It shall be the duty of this Committee to verify the eligibility for membership.
- d) Public Relations and Publicity Committee – This Committee shall work closely with the College of Pharmacy and aid it in appropriate publicity. This Committee shall cooperate with The Ohio State University Alumni Association and with the Office of University Communications to insure that Society publicity is brought to the attention of the news media.

- e) Student Recruitment Committee – This Committee shall work closely with the Recruitment Coordinator of the College of Pharmacy in carrying out programs designed to recruit highly qualified students for a career in pharmacy.
- f) Development Fund Committee – This Committee shall work with the college of Pharmacy Development Director and the Office of University Development in supporting fund-raising efforts with the College of Pharmacy Alumni and the public at large for support of the College of Pharmacy and its programs.
- g) Audit Committee -- This Committee shall oversee and audit the Society's appointed Treasurer's records and transactions to assure accuracy and to assure Society's operating funds remain solvent. This Committee shall consist of the Vice-President, the Immediate Past President, an appointed member and the Treasurer as an ex-officio member.
- h) Golf and Scholarship Committee -- This Committee shall be responsible for organizing, obtaining sponsorship and support for the event, and to publicize the event to all College of Pharmacy alumni. The Committee shall consist of at least three Society members appointed by the President and the College of Pharmacy Development Director as an ex-officio member.
- i) A standing committee of the Vice President, the Alumni Relations Committee Chair and a representative of the Alumni Governing Board, will nominate candidates for The Ohio State University Alumni Awards.

Section 2. The annual dues of the Society shall be: a) Established by the Governing Board and b) Approved by a majority vote of those active Society members present and voting at the annual meeting.

Section 3. Lifetime membership is granted to College alumni who pay the current lifetime membership fee.

