

# STUDENT-ALUMNI COUNCIL

## Constitution



### **Article I: Name**

**Section 1** The name of this organization shall be the Student-Alumni Council at the Ohio State University; hereinafter referred to as SAC.

### **Article II: Mission**

**Section 1** The mission of SAC is to advance The Ohio State University through programs which enhance the student experience, promote student-alumni interaction, establish a spirit of loyalty to the university, and cultivate relationships between students: past, present, and future.

### **Article III: Membership**

**Section 1** All currently enrolled undergraduate students in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point Hour Ratio of at least 2.00, as stated in Rule 3335-9-23 of the Ohio Administrative Code, found also in The Ohio State University Code of Student Conduct) shall be eligible to apply for membership in SAC.

**Section 2** SAC does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Section 3** Any member who does not expect to meet the membership requirements as determined by Article II, Section 2 of the Bylaws may leave the organization in “good standing” by requesting Alumni Status. Alumni Status may only be granted if the member notifies the Vice President of Membership by the second week of the current semester, after which the Executive Board will decide whether to grant the member Alumni Status with a majority vote.

### **Article IV: Membership Requirements**

**Section 1** An SAC member must maintain “good standing” as determined by Article II, Section 2 of the Bylaws and the Vice President of Membership. Undergraduate members in “good standing” as determined by the Vice President of Membership may continue active membership in SAC through graduate and professional studies at The Ohio State University. Membership in SAC shall be based on the provisions of the Bylaws.

**Section 2** The Vice President of Membership shall be responsible for recording attendance. If a member does not fulfill the requirements for “good standing,” the Vice President of Membership shall initiate the membership status procedure as described in Article IV, Section 2 of the Bylaws.

#### **Article V: Executive Board**

**Section 1** The Officers of SAC shall consist of a President, a Vice President of Marketing Communication, a Vice President of Finance, a Vice President of Membership, a Vice President of Alumni Outreach, a Vice President of Inclusion and Belonging, and a Vice President Student Engagement. The ex-officio (non-voting) members of the Executive Board shall be: the President, the President/CEO of the Alumni Association, and an Alumni Association Staff Member designated by the President/CEO of the Alumni Association, Inc.

**Section 2** Voting members of the Executive Board shall be the Vice President of Marketing Communication, Vice President of Finance, Vice President of Membership, and Vice President of Alumni Outreach, Vice President of Student Engagement, Vice President of Inclusion and Belonging, and the Executive Assistant.

**Section 3** The Executive Board shall determine the goals and direction of the organization by completing ongoing evaluations, hearing grievances, complaints, suggestions, and initiating appropriate actions.

**Section 4** The term of office for all Executive Board members shall be one year. Incumbent Executive Board members must be elected to continue their offices after their term has expired.

**Section 5** No members of the Executive Board may hold more than one office, nor may they serve as Directors or Program Coordinators.

#### **Article VI: Committees**

**Section 1** The committees determined in the Bylaws shall be composed of SAC membership only and each group shall be led by a Director.

**Section 2** Each Director shall maintain records of all group proceedings.

**Section 3** The Executive Board, in consideration of the preference of each general member, shall determine the membership of each committee.

**Section 4** No member of SAC may belong to more than one active committee, but must belong to at least one.

#### **Article VII: Officers**

**Section 1** The President shall call and chair all SAC General and Executive Board meetings and act as their representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for SAC General meetings and acting as the CASE ASAP Contact. The President shall maintain communication between The Ohio State University Alumni Association, Inc., its President/CEO, the staff advisor to SAC, and Executive Board members. **Section 2** When the President is not able; the Vice President of Membership

shall call and chair  
all SAC general and Executive Board meetings. The Vice President of Membership's responsibilities also include recording meeting attendance, overseeing membership selections, and guiding the New Member Education curriculum. In the event that the President is no longer capable of performing his/her duties, the Vice President of Membership shall assume the position of the President and a Vice President of Membership shall be chosen according to Article V of the Bylaws of the Student-Alumni Council.

**Section 3** The Vice President of Marketing Communication shall oversee internal and external communications and work with OSUAA to update the website of SAC.

**Section 4** The Vice President of Finance shall be responsible for all SAC financial transactions. A financial report and Executive Board approved budget must be presented to the SAC yearly in the spring.

**Section 5** The Vice Presidents of Alumni Outreach and Student Engagement shall oversee involvement in The Ohio State University Alumni Association, Inc., programs and student-outreach within the university.

**Section 6** The Vice President of Inclusion & Belonging shall oversee SAC's diversity, equity, and inclusion practices as well as oversee programs that help members find a stronger sense of belonging within the organization as a whole.

**Section 7** The Executive Assistant shall take both General Body and Executive Board minutes, and assist the other members of the Executive Board as needed. The Executive Assistant shall also serve as the liaison between the Executive Board and the general membership, as well as serve as parliamentarian to ensure that Parliamentary procedure is adhered to, that Robert's Rules of Order are used at meetings as stated in the Constitution, and that meetings follow the agenda and start at the specified time. The Executive Assistant will also be responsible for any and all revisions to the Constitution and Bylaws.

### **Article VIII: Elections and Appointments**

**Section 1** Elections shall take place in the spring semester, and shall be called by the President beginning with nominations at the beginning of the semester.

**Section 2** Election of Officers shall be a two meeting process. At the first meeting, nominations for the office of President, Vice President of Membership, Vice President of Alumni Outreach, Vice President of Student Engagement, Vice President of Marketing Communication, Vice President of Finance, and Vice President of Inclusion and Belonging will be taken from the floor. Any active member of SAC shall be eligible for nomination. At the second meeting, nominations of these officers shall be reopened and elections will follow. Additionally, candidates must meet with the current position holder prior to the closing of nominations to discuss position responsibilities and expectations, in order to run for office, unless they are nominated the day of elections.

**Section 3** Elections shall be made in order of President, Vice President of Membership, Vice President of Alumni Outreach, Vice President of Student Engagement, Vice President

of Marketing Communication, Vice President of Finance, and Vice President of Inclusion and Belonging.

**Section 4** Elections shall be by ballot, with a simple majority sufficient to elect an office. With an excused absence, an absentee ballot will be accepted. No absentee ballot will be accepted after the start of elections.

**Section 5** The term of office shall be one year beginning with a transitional period in the Spring semester following the election and ending with a transitional period in the following Spring semester.

**Section 6** The Executive Assistant shall be appointed by the President-elect with the consent and approval of the new Executive Board.

#### **Article IX: Rules of Order**

**Section 1** The Student-Alumni Council and its committees shall be governed by Robert's Rules of Order, except in matters specifically provided for by the SAC Constitution and Bylaws.

**Section 2** A simple majority of the voting membership in "good standing" shall constitute a quorum for voting purposes at a meeting of the entire Student-Alumni Council.

#### **Article X: Amendments**

**Section 1** The Constitution shall be amended by a 3/4 vote of the SAC, provided that a written notice of the proposed amendment is presented at least one meeting prior to the vote. If a member does not cast a vote, it is considered an abstention.

**Section 2** The Bylaws shall be amended by a simple majority in the same process as the Constitution.

**Section 3** No amendments to the Constitution shall take effect unless duly approved by the Board of Directors of The Ohio State University Alumni Association, Inc.

#### **Article XI: Adoption**

**Section 1** The Constitution shall be officially adopted. It shall take effect upon the granting of a charter or approval by the Board of Directors of The Ohio State University Alumni Association, Inc.

## **Bylaws**

Revised Spring 2023

#### **Article I: Membership Selection**

**Section 1:** During Membership Selections, each prospective member must submit an application for membership containing information that the Vice President of Membership feels necessary for selection purposes. A prospective member is defined as an undergraduate student with at least two semesters remaining who submits their application by the deadline created by the selections team.

**Section 2:** The Membership Interview Board for Membership Selections will be the Vice President of Membership, the President, and may include one of the following: an alumni association member, Student-Alumni Council active member, honorary member, an employee of the Ohio State University as approved by the Membership Committee, or advisor of the organization.

**Section 3:** The Membership Selections Director, at the earliest opportunity, shall schedule applicants' interviews before the Membership Interview Board, at which time the prospective member's interest and abilities shall be assessed.

**Section 4:** Membership selections shall be based on a selections process including, but not limited to, attending an information session, completing an application and completing an interview; and the applicant's interest and enthusiasm for SAC, The Ohio State University and The Ohio State University Alumni Association Inc.

**Section 5:** Selection shall be made by a majority of the Membership Interview Board.

**Section 6:** The Vice President of Membership, with the approval of the Executive Board, has the right to determine the number of applications to be accepted for membership in SAC to maintain the desired size of the organization.

**Section 7:** An applicant may reapply for membership at the next available application opportunity.

## **Article II: Membership Guidelines**

**Section 1:** The criteria to be used to establish a member's "good standing" shall be determined by the Vice President of Membership. The Vice President of Membership shall submit the determined criteria for "good standing" to the Executive Board for approval no later than the second week of the semester. It is the responsibility of the Vice President of Membership to inform members of these criteria. Final decisions regarding membership status will be made at the discretion of the Vice President of Membership.

**Section 2:** Criteria for "good standing" shall include, but is not limited to the following:

- Attend 70% of General Body meetings
- Attend Rivalry Rally(AU)/Executive Board Voting (SP)
- General Body Members are not expected to attend committee meetings, but leadership (including PCos) must attend 75% of their committee meetings)
- Achieve the required number of membership points as determined by the executive board each year
- Volunteer at at least one (1) Homecoming Weekend event
- Attend Ballooning and Inductions
- Attend at least one (1) Prospective New Member Event
- Pay membership dues specified by VP of Finance and President
- Members are allotted points per semester for holding the following positions as indicated: Program Coordinators one (1), Directors two (2), and Executive Board members three (3)

**Section 3:** For any SAC function at which attendance is required to achieve "good standing,"

members with a scheduled class, exam, or other reason determined excusable by the Vice President of Membership must give the Vice President of Membership written notice to maintain "good standing." Members who provide written notice shall be excused at the discretion of the Vice President of Membership.

**Section 4:** Each new member shall have the responsibility to participate in the New Member Education program. The Vice President of Membership, Director of Membership Advancement, and New Member Education Program Coordinator with the Executive Board and approval of the Advisor, shall prepare and utilize a curriculum for New Member Education.

**Section 5:** Members that have not met "good standing" requirements for the previous semester shall be contacted by the second week of the current semester by the Vice President of Membership regarding their status and intentions. If a member has two consecutive semesters not in "good standing", he/she will lose voting rights and will not be counted for quorum.

**Section 6:** If a member engages in behavior that is detrimental to advancing the purpose of SAC, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the Executive Board in consultation with the organization's advisor.

### **Article III: Membership Dues**

**Section 1:** All members are required to pay membership dues as a condition of their membership. The amount of the dues will be determined and communicated to the general body by the executive board by the end of September each academic year.

**Section 2:** Members may reduce their dues by participating in alternative fundraising activities, alumni tours, or other activities as determined by the Vice President of Finance.

**Section 3:** New members shall only be required to pay dues for the spring semester.

**Section 4:** Members who hold an inactive or interim status are exempt from paying dues for the duration of their inactive or interim status assuming it is a semester in length.

**Section 5:** Members who are unable to pay their dues due to financial hardship are encouraged to discuss their situation with the Vice President of Finance or the President. An appropriate solution will be reached to accommodate their circumstances.

### **Article IV: Interim Status**

**Section 1:** Interim Status is available to those who are not expecting to be able to fulfill membership requirements in a particular semester.

**Section 2:** Members in "good standing" from the previous semester must submit to the Vice President of Membership a written request for Interim Status, no later than the second week of the current semester.

**Section 3:** Inactive status will automatically be placed on members who take Interim Status for two consecutive semesters. The Vice President of Membership shall then initiate the membership status procedure as determined by Article IV, Section 2 of the Bylaws during the semester the second Interim Status is taken.

### **Article V: Membership Status**

**Section 1:** Active members will be expected to maintain “good standing,” will have voting rights, and will be counted for quorum.

**Section 2:** Members who do not meet the criteria for “good standing” at the conclusion of the semester shall receive a letter from the Vice President of Membership during the second week of the following semester requesting a letter of intent for the upcoming semester. Once receiving the letter of intent, the Executive Board will determine whether to grant the member active status with voting rights. If a member has two consecutive semesters not in “good standing” or fails to submit a letter of intent within two weeks of receiving their notification, the member will automatically be placed on inactive status and will lose voting privileges.

**Section 3:** Members choosing to leave the organization for any reason must contact the Vice President of Membership. They will be considered inactive and will no longer have voting rights. Members may declare themselves inactive at any point in time, regardless of their membership duration or positions held.

**Section 4:** Inactive status will automatically be placed on members that are not in “good standing” for two consecutive semesters, take interim status for two consecutive semesters, or that leave the University for personal reasons. Inactive status includes but is not limited to the loss of various SAC privileges. These privileges include holding and/or running for a position (PCo, Director, Executive Board), hosting an Alumnus at Alumni Awards, escorting at Homecoming Pep Rally, invitation to the Banquet, and participation in Senior Kidnap. As a member with inactive status, you must meet with the Vice President of Membership.

**Section 5:** Inactive members that choose to reactivate must submit a letter of intent to the Vice President of Membership. The Executive Board will review the member’s history and letter of intent to vote for reactivation and decide with a majority vote. Members have one opportunity to reactivate.

### **Article VI: Succession**

**Section 1:** In the event that a vacancy occurs in the office of the President, the Vice President of Membership shall assume the position and the position of Vice President of Membership shall appoint a replacement, contingent on approval by two-thirds vote of general body members.

**Section 2:** In the event that a vacancy occurs in the office of a Vice President or Director position, elections will be held to replace the vacant position. Nominations will be accepted at the following meeting, and the election will be held the meeting after nominations are taken.

**Section 3:** In the event that a vacancy occurs in a Program Coordinator position, the position will be considered open and applications will be accepted and reviewed by the respective Vice President and Director in the process of making the decision to replace the former Program Coordinator.

### **Article VII: The Executive Board Removal**

**Section I:** In the event an Executive Board member is not fulfilling his or her responsibilities, the President or the Executive Board (if it is the President) shall initiate action for removal or

acquittal. This process consists of a closed meeting of the Executive Board with all members present in which the issue or officer will be discussed. Following discussion, a secret ballot will be taken in which a three-fourths vote (of all five Vice Presidents) is necessary for removal.

**Section 2:** It is the responsibility of the Executive Board to take appropriate and necessary action concerning a vacancy on the Executive Board according to Article V of the Bylaws. A three-fourths vote of the Vice Presidents (or of the remaining Vice Presidents and the President in the event of a Vice President removal) is required to approve any subsequent action taken in the event of an Executive Board member removal.

### **Article VIII: Committees**

**Section 1:** The standing committees and Directors shall be as follows:

- A. Alumni Connections
- B. Alumni Events
- C. Diversity & Equity
- D. Belonging
- E. Finance
- F. Membership Development
- G. Membership Selections
- H. Marketing Communication
- I. Student Outreach
- J. Student Traditions

**Section 2:** During spring semester, nominations will be taken from the floor for Directors. Any active undergraduate member shall be eligible to hold a director position. At the next meeting,

these nominations shall be reopened and elections will follow.

**Section 3:** Terms of Directors shall last for one year beginning in spring semester. The term of Program Coordinators shall be determined by the Executive Board.

**Section 4:** Program Coordinator applications will open following election of Directors and reopened at the discretion of the Executive Board. Any active member shall be eligible to hold a Program Coordinator position. Members seeking Program Coordinator positions should submit completed applications to the Executive Assistant, who will present them to the Executive Board.

**Section 5:** An SAC member may hold one position of Director or Program Coordinator, but may not hold both positions, unless the general body fails to produce a candidate.

### **Article IX: Elections Process**

**Section 1:** Election Week 1:

Nominations are taken for President and all Vice President positions (Vice President of Membership, Vice President of Alumni Outreach, Vice President of Student Engagement, Vice President of Marketing Communication, Vice President of Finance, and Vice President of



Inclusion and Belonging) from any active member of SAC. Each member nominated must either accept or respectfully decline the nomination. If a nominee is not present when nominated, he/she automatically accepts the nomination and may decline once he/she has received notification of the nomination. Following nomination, a one page supplement, created by the candidate, may be submitted to the Executive Assistant for distribution to the general body.

**Section 2: Election Week 2:**

Nominations for each Executive Board office shall be reopened prior to that office's election. Only those candidates who have met with the current position holder prior to his/her election to discuss position responsibilities and expectations are eligible to run, unless they are nominated the day of. Votes occur after each candidate has spoken and are by ballot requiring a simple majority for election. Ballots are to be counted in private by the presiding officer and the advisor. During speeches and discussion of the position, no candidates for the open position are to be present. Candidates are not to speak of other candidates in their speeches. The process for each candidate is as follows:

1. President
  - a. 5-minute candidate speech
  - b. 1-minute answer to one question from current President
  - c. Open discussion of the position of President and candidates
2. Vice Presidents (in the order of Membership, Alumni Outreach, Student Engagement, Marketing Communications, Finance, and Inclusion and Belonging)
  - a. 3-minute candidate speech
  - b. 1-minute answer to 1 question from current Vice President
  - c. Open discussion of the position of Vice Presidents and candidates
3. Nominations are taken for all Director positions
  - a. Following nomination, a one page supplement, created by the candidate, may be submitted to the Executive Assistant for distribution to the general body.

**Section 3: Election Week 3:**

Director elections follow the same nomination and voting rules as President and Vice President elections, except for the absence of the question from the current position holder and open discussion.

1. Director
  - a. 2-minute candidate speech

**Section 4: Uncontested Candidates**

If a candidate is running uncontested, balloting may be dispensed with and the candidate may be elected by acclamation, or unanimous consent. Following a motion to elect a candidate by acclamation by a voting member, the candidate must be elected into the position with a majority vote from the general body.

### **Article X: Budget Approval**

**Section 1:** After the Vice President of Finance approves a budget submitted by a Program Coordinator, the Vice President of Finance will reimburse the Program Coordinator with SAC funds up to the amount that was approved by the Vice President of Finance.

- a. If a Program Coordinator spends more than the original approved dollar amount, the Program Coordinator will be responsible for paying the difference between his or her expenses and the dollar amount indicated on the Program Coordinator's budget originally approved by the Vice President of Finance.
- b. For Program Coordinators that submit multiple budgets to the Vice President of Finance throughout the course of the academic year and exceed their budgets approved dollar amount, they must meet with the Vice President of Finance to discuss either using additional funds from their Positional Budget for the specified Program Coordinator or refraining from utilizing additional funds from their Positional Budget and paying the difference out of pocket.
- c. If the Program Coordinator chooses to utilize some/all of the remaining funds from their Positional Budget, then the Program Coordinator will not be held responsible for paying the difference between his or her expenses and the dollar amount indicated on the originally approved budget. The difference will be paid for from their remaining Positional Budget.
- d. If the Program Coordinator chooses to not use those funds and/or is incapable of utilizing those funds and/or the Positional Budget has been fully utilized for the specified Program Coordinator's position, then the Program Coordinator will be held responsible for paying the difference between his or her expenses and the dollar amount indicated on the originally approved budget.

**Section 2:** A Positional Budget will be defined as the budgeted amount that the Vice President of Finance has designated for a Program Coordinator's position at the beginning of the academic year within the Organization's Budget. The Organization's Budget is the budget approved for the entire organization by the Vice President of Finance which will encompass all of the expected expenses for the upcoming academic year. The Organization's Budget will be finalized and approved by the Vice President of Finance.

### **Article XI: Marketing Approval**

**Section 1:** A marketing request will be defined as a comprehensive initial plan developed by the program or event Program Coordinator and will be considered complete unless modifications

are presented to the Director of Marketing. After approval of the marketing request, and any subsequent modifications, by the Director of Marketing Communication, the Marketing Communication Committee will be in charge in the creation and distribution of any and all communications materials promoting the organization.

- a. All graphics and promotional material pieces will be created by the Graphic Design Program Coordinator, unless permission is given by the Vice President of Marketing Communication for another member of the Marketing Communication Committee or organization to create said graphics.
- b. Final deliverables of all graphics and promotional materials, be it created by the Graphic Design Program Coordinator or other member of the Marketing Communication Committee or organization, must be approved by the Vice President of Marketing Communication before distribution.
- c. Any additional elements outside of the scope of the Marketing Request that result in new material, tactics, etc., that do not fall into clauses a and b, are subject to be terminated.
- d. All graphics and promotional material pieces must visibly contain the official identifier logo of the Student-Alumni Council.
- e. All graphics and promotional materials for events and programs that involve working with and/or financial support from the Ohio State University Alumni Association (OSUAA) must visibly contain the official identifier logo of OSUAA.