



**BYLAWS OF THE  
OWENS COMMUNITY COLLEGE  
ALUMNI ASSOCIATION**

**Adopted June 2, 2003  
First Amendment June 16, 2006  
Second Amendment August 20, 2010  
Third Amendment September 12, 2011  
Fourth Amendment May 6, 2013**

## **Article I - Name, Purpose and Membership**

**Section 1 - Name:** The name of the organization shall be the Owens Community College Alumni Association (the "Association").

**Section 2 - Purpose:** The purpose of the Association is to engage alumni and students in programs, events and services that energize interest, build loyalty and strengthen support of Owens State Community College (the "College").

**Section 3 - Members:** Membership is open to all graduates of the College, students of the College who have successfully completed any credit or non-credit course at the College, all honorary degree holders, all present or past members of the faculty and staff, all present and emeritus Foundation Board members of the College, and other persons designated by the elected members of the Board of Directors of the Association ("the Directors"). The Directors collectively shall be termed the Board of Directors of the Association (the "Board") and such Board will act as the operating entity of the Association. All members regardless of classification shall be referred to hereinafter as "Members." Members who are graduates or have successfully completed any credit course at the College and are dues paying Members shall have voting privileges, but all other classifications shall have no voting privileges.

**Section 4 - Membership Dues:** A membership fee may be established by the Directors.

**Section 5 - Voting Rights:** All Members who are graduates of the College or have successfully completed any credit course at the College, and are in good standing with their membership dues, shall have the right to cast one (1) vote at membership meetings.

**Section 6 - Termination of Membership:** Membership shall be terminated by a two-thirds (2/3) vote of the Directors.

**Section 7 - Resignation:** Any Member may resign from the Association by notifying the Secretary of his or her decision to resign in writing or by nonpayment of dues.

## **Article II - Meetings of Members**

**Section 1 - Annual Meetings:** An annual membership meeting shall be held near the end of the Association's fiscal year on or near the College campus to elect Directors and transact other business. The exact date of the annual meeting shall be set each year by the current Board. At the annual meeting, the President shall provide an oral or written report to the Members setting forth the activities of the Board together with any other additional information the Board determines should be included in such report.

**Section 2 - Special Meetings:** Special meetings of the Members may be called by the President, any three (3) Directors, or not less than twenty-five (25) Members having voting rights. Such meetings shall be, if possible, held on or near the College campus.

**Section 3 - Notice of Meetings:** A notice stating the place, date and time of any meeting shall be disseminated by any reasonable method determined by the Board. Such notice shall be provided no more than sixty (60) days before and no less than five (5) days before any special meeting and no more than sixty (60) days and no less than ten (10) days before any annual meeting. For special meetings, the purpose or purposes for which the meeting is being called shall be stated in the notice, and the meeting shall be limited to such purpose or purposes. Any Member may waive notice of a meeting by doing so in writing or by attendance at such meeting unless the sole purpose for such Member's attendance is to object to the transaction of business at such meeting for failure of proper notice.

**Section 4 - Quorum:** A quorum shall consist of twenty (20) voting Members.

**Section 5 - Voting:** A majority of those voting Members present and voting shall be required to pass any item voted on by the Association, except in the case of elections.

### **Article III - Board of Directors**

**Section 1 - General Powers:** The Association's business shall be managed by its Board. A Director must be a voting Member of the Association unless otherwise provided herein. The Board shall promote the mission and related activities of the Association by providing organization and guidance to its Members.

**Section 2 - Number and Qualifications:** The number of elected Directors shall be not less than seven (7) and no more than thirty-one (31). Each elected Director shall serve three-year, staggered terms. In addition to the elected Directors, the College's designated alumni relations representative shall serve as the non-voting Executive Director and the College Foundation's President/CEO or its designee shall serve as an ex-officio, non-voting Director. Up to two (2) student representatives (preferably the student body president and vice-president) may be appointed by the College's Student Government to each serve a one (1) year term as an advisory, non-voting Director.

**Section 3 - Emeritus Director:** Emeritus Director status may be conferred by the Board of Directors on any former Director who has served on the Board. Emeritus status is honorary and as such, does not confer voting rights.

**Section 4 - Elections:** Directors shall be elected at the annual meeting of the Members or at a special meeting called for that purpose. The Directors shall be divided into three classes as nearly equal in number as possible, each class to serve for a term of three years expiring at the annual meeting of the Members in successive years. The Directors first elected shall be divided into classes having staggered terms such that one such class is elected for an initial term ending at the subsequent annual meeting, a second such class is elected for an initial term ending at the Members' second subsequent annual meeting and a third such class is elected for an initial term ending at the Members' third subsequent annual meeting. A Director will be eligible to be reelected for a second term. A Director is limited to two consecutive terms. After a period of one year, the Director could be elected for another three (3) year term. Exception would be made if a Director were an officer and in the first year of a two (2) year term of office. In that case, the term would be extended to complete the term of office. The elections of Directors shall be conducted in a manner consistent with the requirements set forth herein and in accordance with any additional election procedures approved by the Board.

**Section 5 - Regular Meetings:** There shall be a minimum of four regular meetings of the Board with the schedule being set by the President and published at the beginning of the College's school year. One of the four meetings may be held without the necessity of notice if such meeting is held immediately after and at the same place as the annual meeting of the Members. Any changes to the meeting schedule shall be provided to each of the Directors in writing.

**Section 6 - Special Meetings:** Special meetings of the Board may be called by or at the request of the President or any three (3) Directors. The time and place for any special meeting shall be determined by the person or persons calling the meeting. Such meetings shall be, if possible, held on or near the College campus.

**Section 7 - Notice:** Written notice stating the place, date, and time of a regular or special meeting of the Board shall be sent by first-class mail, e-mail, or fax to each Director at the address on file, or by personal delivery, no more than thirty (30) days and no less than two (2) days before any such meeting. If notice is mailed, it shall be mailed no less than four (4) days before the meeting. The business conducted at any meeting shall be limited to those purposes set forth in an agenda provided with the meeting notice. Any Director may waive notice of a meeting by doing so in writing or by attendance at such meeting unless the sole purpose for such Director's attendance is to object to the transaction of business at such meeting for failure of proper notice.

**Section 8 - Quorum:** One-third (1/3) of the current voting Directors shall constitute a quorum.

**Section 9 - Board Decision:** A majority of the Directors who are present and voting are required to pass a resolution.

**Section 10 - Telephone Conferences/Participation:** Telephone participation or video conferences at a meeting of the Board are permissible. A Director participating by phone will not be considered for the establishment of a quorum or for voting purposes.

**Section 11 - Attendance:** Directors are expected to attend fifty percent (50%) of regularly scheduled Board meetings. Directors may fulfill attendance requirement by attending Association sponsored events and standing committee

meetings. The President or the President's designee shall notify a Director in writing by either regular or electronic mail of attendance issues. If a dispute arises, the Board shall be the final arbitrator.

**Section 12 – Good Standing:** Directors should have their annual membership dues paid by March 1 to be considered in good standing. If a Director is not considered in good standing, he or she could be dismissed from their position on the Board.

**Section 13 - Vacancies:** The Board, based upon the recommendation of the Governance Committee, may, at its discretion, appoint people to fill any vacancies on the Board. Those Directors who fill vacant seats on the Board shall be eligible for election upon the expiration of the term to which the Director was appointed.

**Section 14 - Compensation:** Directors shall receive no salaries, fees, or any other compensation for their services as members of the Board or their attendance at any meeting or committee meeting of the Board or the Association, but the Directors' reasonable expenses of attendance at meetings and committee meetings of the Association or the Board may be reimbursed to such extent and in such manner as may be determined by the Board.

**Section 15 - Duality of Interest:** A Director having a conflict of interest or conflict of responsibility on any matter involving the Association and any other business entity or person, other than in such Director's capacity as a trustee, officer, or employee of the College, shall, when acting in his or her capacity as either a Director or a voting Member of the Association, refrain from participating in the consideration of and voting on such matter and shall otherwise conduct himself or herself in compliance with Section 1702.301 of the Ohio Revised Code and, when and to the extent applicable, Section 2921.42 of the Ohio Revised Code.

**Section 16 - Removal:** Any Director may be removed from office by a majority vote of the Directors.

#### **ARTICLE IV - Officers**

**Section 1 - Officers:** The officers of the Association shall be a President, a Vice President, a Past President, a Secretary, a Treasurer and an Executive Director. All officers shall serve on the Executive Committee. The Executive Director of the Alumni Association shall be appointed by the President of the College or the Executive Director of College Development. The other officers of the Association shall be elected by the then current Directors in accordance with the election procedures established by the Directors. In addition, the officers shall have the below duties and other responsibilities the Board determines.

- a. **President:** The President shall be the Association's and the Board's presiding officer and shall exercise general supervision and control over all the business and affairs of the Association and preside over all meetings of the Members and of the Directors. The President shall also maintain communication with the College through regular contact with the College's designated alumni relations representative. The President shall also serve as an ex-officio member of each Board and Association committees. The President or the President's designee may also be asked to serve as a member of the College's Foundation Board. The President's term shall be two (2) years. The President shall become the Past President at the end of his or her term.
- b. **Vice President:** The Vice President shall exercise the power and perform the functions that are assigned by the President and/or the Board. The Vice President shall act as the Parliamentarian of the Association and of the Directors. Any procedural questions shall be directed to the Vice President. If the Office of President becomes vacant for any reason, the Vice President shall become President for the balance of the President's unexpired term. The Vice President shall be elected for a two (2) year term.
- c. **Past President:** The Past-President shall serve as a member of the Board and as adviser to the President for one (1) year after the end of his or her term as President.
- d. **Secretary:** The Secretary shall be the custodian of and maintain the Association's non-financial records and shall be the recorder of the Association's and Board's formal actions and transactions. The Secretary shall be responsible for issuing the proper notice of meetings of the Association and of the Board. The Secretary shall prepare minutes of all meetings and distribute them to each Director and ex-officio Member within two (2)

weeks of each meeting held by the Board, its committees, and the Association. Copies of such minutes shall also be made available at the next regularly scheduled meeting of the Members or Board. The Secretary may delegate his or her clerical and custodial duties. The Secretary shall be elected for a two (2) year term.

- e. **Treasurer:** The Treasurer shall be the Board and the Association's chief financial officer and the custodian of funds, securities, property and other financial records. A full report of all financial transactions since the last Board's meeting shall be rendered to the Directors at each regularly called meeting, and a full report of financial transactions shall be provided to the Members at each annual meeting of the Association. The Treasurer shall prepare and present to the Board an annual budget for the Association. The Treasurer may delegate clerical and/or custodial duties. The Treasurer shall be elected for a two (2) year term.
- f. **Executive Director:** The Executive Director shall have full authority and responsibility for the day-to-day operations of the Association reporting to the Board of Directors of the Alumni Association and serving as liaison to the College.

In the absence of the President, the Vice President, Past President, Secretary, Treasurer or Executive Director shall preside in the order named.

**Section 2 - Removal:** Any officer may be removed from his or her officer position during his or her term by a majority vote of the Board.

**Section 3 - Vacancies:** A vacancy of any officer position may be filled based upon a vote of the Directors. Those who fill vacant officer positions shall do so for the balance of such officer's unexpired term and those persons shall be eligible for re-election upon the expiration of the officer's term to which the Director was appointed.

## **ARTICLE V - Committees**

**Section 1 - Executive Committee:** The Executive Committee shall consist of the officers and up to three (3) committee chairpersons as the President may designate. The Executive Committee is empowered to act on matters that arise between meetings of the Board and shall perform duties delegated to it by the Board. The Executive Committee shall serve as the financial oversight committee of the Association and be the operating arm of the Board between regularly scheduled meetings, subject to the right of those persons enumerated herein to call a special meeting of the Board.

**Section 2 - Standing and Ad Hoc Committees:** The President, with assistance from the officers, shall establish the Directors' standing and ad hoc committees. The members of each committee, including committee chair(s) shall be appointed by the President. Each standing committee member shall serve for a period of one (1) year or until such committee is disbanded, whichever comes first.

**Section 3 - Advisory Committees:** The Board may appoint from their number and from among such other persons as they see fit, one or more advisory committees. The members of any such committee shall serve at the pleasure of the Board. Such advisory committees shall provide advice to and aid the Directors and officers of the Association in all matters designated by the Board.

## **ARTICLE VI - Contracts, Checks, Deposits, Gifts, and Fundraising**

**Section 1 - Contracts:** The Directors may authorize the President or the President's designee to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association. Such authority shall be confined to specific instances approved by the Directors.

**Section 2 - Checks, Drafts, or Orders:** All checks, drafts or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Association shall be signed by two (2) officers and/or agents of the Association in such manner as is determined by resolution of the Board.

**Section 3 - Funds:** All Association funds shall be deposited to the credit of the Association in banks, trust companies, the Owens Community College Foundation, or other depositories as selected by the Board.

**Section 4 - Gifts:** The Board may accept on behalf of the Association any contribution, gift or bequest for any purpose of the Association. The Association may adopt the College's or Owens Community College Foundation's guidelines for gift acceptance.

**Section 5 - Fundraising:** Any and all fundraising of the Association or the Board shall be conducted in conjunction with and at guidance of the College's Foundation.

#### **ARTICLE VII - Books and Records**

The Association shall keep correct and complete records of account and shall also keep minutes of the proceedings of the Association, Board and committees at its principal office. Any Member or his or her agent or attorney may inspect all records, for any proper purpose at any reasonable time. The cost of such inspection shall be the responsibility of said Member. Such records shall be subject to audit and review at the pleasure of the Board.

#### **ARTICLE VIII - Chapters**

Chapters of the Association may be established if such Chapter's application meets the Chapter requirements that have been established by the Board and such Chapter's application has been approved by an affirmative vote of the Board. Only Chapters that have been approved by the Board shall be recognized Chapters of the Association.

#### **ARTICLE IX - Fiscal Year**

The fiscal year of the Association shall commence July 1 and end on June 30 of each year.

#### **ARTICLE X - Bonds**

If requested by the Members or the Board, the Treasurer shall be bonded under terms and conditions to be established by the Board.

#### **ARTICLE XI - Corporate Seal**

The Association shall not have a seal.

#### **ARTICLE XII – Indemnification**

The Association shall indemnify each person (and his or her heirs, executors and administrators) who was or is a party or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including actions in the right of the Association to procure a judgment in its favor, by reason of the fact that such person is or was, a member of the Board of Directors, a member of any committee of the Board of Directors or the Association, officer, employee, or agent of the Association, or is or was serving at the request of the Association as a member, shareholder, director, trustee, an officer, employee, or agent of another corporation (domestic or foreign, nonprofit or for-profit), partnership, joint venture, trust, or other enterprise, against expenses, including attorneys' fees and expenses, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding in every instance in which and to the full extent to which the Association is empowered or authorized to indemnify any person under Ohio law as now in effect or as amended from time to time. The foregoing right of indemnification shall not be exclusive of any other rights to which any such person may in any capacity be entitled as a matter of law. The Association may but shall not be obligated to purchase and maintain insurance to the full extent permitted by law on behalf of any such person against any liability asserted or incurred in any such capacity and on behalf of the Association against any indemnification. The foregoing provisions shall be in addition to and not in limitation of or restriction on the Association's authority or its exercise thereof in accordance with and to the full extent otherwise provided or permitted by Ohio law as now in effect or as amended from time to time or any other law.

**ARTICLE XIII - Principal Office**

The principal office of the Association shall be located within Lucas, Hancock or Wood counties, state of Ohio. The specific location shall be determined by the Board.

**ARTICLE XIV - Amendment of Bylaws**

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a vote of the majority of the voting Board Members in attendance at a regular or special meeting where a quorum has been established.

These bylaws may also be altered, amended, or repealed, and new bylaws may be adopted by a vote of the majority of the voting Association Members at a special meeting where a quorum has been established.

I certify that on June 2, 2003, at the annual meeting of the Association, with a quorum present, these bylaws were adopted by a majority of the voting Members in attendance. On June 16, 2006, at the annual meeting of the Association, with a quorum present, these bylaws were amended by a majority of voting Members in attendance. On August 20, 2010, at the annual meeting of the Association, with a quorum present, these bylaws were amended by a majority of voting Members in attendance. On September 12, 2011, at a Board meeting, with a quorum present, these bylaws were amended by a majority of voting Board of Directors. On May 6, 2013, at a Board meeting, with a quorum present, these bylaws were amended by a majority of voting Board of Directors.

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By: Kaye Koevenig  
Its: Secretary