

Ohio University Chinese Alumni Society
Of
Ohio University Alumni Association

CONSTITUTION AND BYLAWS

July 2001

Ohio University

ATHENS, OHIO

CONSTITUTION

ARTICLE I

NAME, PURPOSE, AND OBJECTIVES

The name of the organization shall be the OHIO UNIVERSITY CHINESE ALUMNI SOCIETY (hereafter to be referred as OUCAS).

The purpose of the SOCIETY shall be to aid and promote the general welfare of the Chinese alumni, in order to achieve the goals of the Ohio University Alumni Association and to promote and facilitate the active involvement of Chinese alumni and friends in University alumni relations.

The objectives of OUCAS include:

1. To exist as a non-profit organization and operate for charitable and educational purposes, under the overall organization of the Ohio University Alumni Association.
2. To promote fraternity among Chinese alumni of Ohio University in all parts of the world.
3. To establish local and regional chapters of the Society and coordinate their activities.
4. To cultivate a sense of belonging within OUCAS and with the University.
5. To provide various means for Chinese alumni to maintain contacts and to share information.
6. To represent all Chinese alumni of the Society as a whole.
7. To assist in furthering the interests of the University.
8. To share experiences among Chinese alumni and evaluate the quality of university education.
9. To facilitate information exchange and communication between alumni and the University.
10. To assist in recruiting new students and help the placement of graduating students.
11. To provide assistance to incoming new Chinese students.

ARTICLE II

AFFILIATION

OUCAS is an official constituency of the Ohio University Alumni Association.

ARTICLE III

MEMBERSHIP

Membership in OUCAS is open to all alumni and friends of Ohio University. Membership will not exclude any Ohio University alumni as long as he/she supports the purpose and objectives of OUCAS.

There are two categories of membership, namely, **full members** and **associate members**.

Full members are those Ohio University Chinese alumni who either attended or graduated from Ohio University. Current and past faculty members and staff of Ohio University who are ethnic Chinese can also become full members of OUCAS.

Associate members are those persons, agencies, and organizations that have demonstrated an interest in the general welfare of the Chinese alumni.

ARTICLE IV

BOARD OF DIRECTORS

The affairs of OUCAS shall be managed by a Board of Directors, a majority of whom shall be Chinese alumni of the Ohio University, all of whom shall be regular members in good standing of this society and representing different geographical areas, school years, and majors.

The number of Directors, terms of office, and manner in which they are elected shall be set forth in the bylaws.

The powers and duties of the Board of Directors shall include the powers and duties normally enjoyed by the Board of Directors of similar organizations; provided, however, the powers and duties are in accordance with the policies and regulations of Ohio University and the Ohio University Alumni Association; and, in addition to the powers and duties set forth in the bylaws.

ARTICLE V

ADVISORY BOARD

The Advisory Board shall be outstanding regular member or associate member of OUCAS. They are those who have or may render valuable and conspicuous services to the University/Society. The Advisory Board will provide advice and strategic guide to the Executive Committee of OUCAS.

The number of board members, terms of office, and manner in which they are elected shall be set forth in the bylaws.

The powers and duties of the Advisory Board shall include the powers and duties normally enjoyed by the Advisory Board of similar organizations; Provided, however, the powers and duties are in accordance with the policies and regulations of Ohio University and the Ohio University Alumni Association; and, in addition to the powers and duties set forth in the bylaws.

ARTICLE VI

MEETINGS

Meetings of the Board of Directors shall be held in the Spring and Fall of each calendar year. There shall be at least two scheduled meetings of the Board of Directors held annually at such time and place as may be determined by the Executive Committee. The Spring meeting is designated as the Annual Meeting. Notice of the date, time, and place of each meeting shall be given to the members at least sixty (60) days prior to the meeting.

A report of the Annual Meeting shall be submitted to the Executive Director, Ohio University Alumni Association by OUCAS Executive Committee and shall include accomplishments from the previous year and plans for the future.

Meetings of the Advisory Board shall be held in the Summer and Fall of each calendar year. The Spring meeting is designated as the Annual Meeting. Notice of the date, time, and place of each meeting shall be given to the members at least sixty (60) days prior to the meeting.

A report of the Meeting shall be submitted to the Executive Committee of OUCAS.

ARTICLE VII

AMENDMENTS

This Constitution may be amended or repealed at any meeting of the Board of Directors, by a favorable vote of two-thirds (2/3) of the Board Members present.

ARTICLE VIII

PROCEDURES

Robert's Rules of Order shall be the governing parliamentary procedure of the OUCAS.

BYLAWS

ARTICLE I

MEETINGS

Meetings of the Board of Directors shall be held as stated in Article VI of the Constitution.

Special meetings may be called by the Executive Committee or by any five (5) members of the Board of Directors. Notice of special meetings will be given to each member of the Board of Directors thirty (30) days in advance of the meeting and shall include the purpose and the location of the meeting.

Board committees may call supplemental meetings throughout the year at their discretion.

The Executive Committee shall meet at least once more than the Board of Directors throughout the calendar year.

ARTICLE II

BOARD OF DIRECTORS

The initial Board of Directors shall be elected by the organization's Steering Committee.

The Board of Directors shall number eleven (11) elected directors, six (6) shall each be elected for a term of three (3) years, and 5 shall be elected for a term of two (2) years and/or until the qualification and election of their successors. Terms of the directors shall be staggered so that no more than one-third (1/3) of the members shall change in any one (1) year. Dr. Hwa-Wei Lee, Dean Emeritus of Ohio University Library or his appointed representative shall serve as a non-voting advisor to the Society.

Directors are selected as follows:

1. All directors shall be nominated and elected from regular membership. Nominations may be made by any members of the Ohio University Chinese Alumni Society.
2. Directors shall be nominated and approved by the Board of Directors in accordance with Article IV of the Constitution.
3. Election of directors shall be held at the Spring Meeting. By the prior approval of the Board, an election can also be conducted by mail or by e-mail.
4. The terms of elected directors shall begin July 1 following the Spring Meeting.
5. No director who has held office for two (2) full terms (six (6) consecutive years) shall be eligible for a third term for at least one (1) year with the exception of the person serving as President who shall be allowed to serve as immediate Past President the following year with the understanding that the subsequent year would be rotational year off the board.
6. The Immediate Past President of the Society shall automatically be a member of the Board of Directors for two (2) years.
7. Officers of OUCAS, as defined by Article III of the bylaws, shall be members of the Board

of Directors.

8. The Executive Director of the Ohio University Alumni Relations or his/her designated appointee shall be advisor to the Board of Directors.

ARTICLE III

OFFICERS

The officers of OUCAS shall be President, Vice President(s), Secretary, Treasurer, and Immediate Past President. The officers' term shall be two (2) years. The officers shall be elected by the Board of Directors or from within the Board of Directors at the Annual Meeting.

DUTIES OF THE OFFICERS:

PRESIDENT

The President or his/her designee shall preside at all meetings of OUCAS or its Directors, and appoint committees, and serve as a member thereof for two (2) years. The President shall exercise all powers and perform all responsibilities delegated by the Board of Directors.

VICE PRESIDENT(S)

The Vice President(s) shall perform such duties assigned by the President and bylaws and shall be vested with all of the powers and responsibilities of the President during the absence or disability of the President. The Vice President is Chairman of the Nominations Committee for the Board of Directors.

SECRETARY

The Secretary shall be responsible for keeping official minutes, records of votes, resolutions, and proceedings for the Society and its Board of Directors. This information shall be forwarded to the Executive Director of the Ohio University Alumni Association or his/her designated appointee.

Treasurer

The Treasurer shall be responsible for all financial matters of the Society and shall make semi-annual report to the Board of Director on the financial transactions of the Society in accordance with standard accounting practice.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve as a voting member of the Board of Directors and member of the Executive Committee. The Immediate Past President shall preside at meetings in the absence of the President or Vice President.

VACANCIES

The President shall have the authority to fill, by appointment, vacancies in the office(s) of Vice President, Secretary or Treasurer on an interim basis until the next regularly scheduled meeting of the Board.

ARTICLE IV

COMMITTEES

The Board of Directors shall have the power to create from time to time such committees, standing or special, and to give them such powers and authority, as it shall deem best, and to revoke their appointment.

Standing committees shall include, but not be limited to the Executive Committee; Recognition Committee; Nominations Committee; Planning and Networking Committee.

1. The Executive Committee shall consist of the officers of the Board of Directors.
2. The Recognition Committee shall consider and recommend to the Board of Directors awards, scholarships and honors to be issued by OUCAS and recipients thereof.
3. The Nominations Committee shall consist of not less than three (3) members appointed by the President. The committee shall be responsible for submitting a slate of nominations for the Board of Directors at the Annual Meeting.
4. The Planning and Networking Committee shall identify means to enhance the activities of OUCAS and provide for improved effectiveness in achieving participation, financial support, and loyalty.

The following criteria shall be used for selection of the nominees:

- a. They must be willing to provide faithful service to OUCAS.
- b. They must have the ability and dedication to attend all meetings of the Board of Directors at least once a year.
- c. They must be a credit to Ohio University.
- d. They must promote and assist in the implementation of all OUCAS programs approved and sponsored by the Board of Directors.
- e. They must conform to the Constitution and Bylaws of OUCAS.

ARTICLE V

ADVISORY BOARD

The initial Board of Directors shall be elected by the organization's Steering Committee. There is no limit for the number of advisory board members.

New Advisory Board member will be elected upon the recommendation of Advisory Board. The Advisory Board shall have two meetings each year. The first meeting is in July and the second one is in November of each year.

Advisors are selected as follows:

1. All advisors shall be nominated and elected from regular and associate membership. Nominations may be made by alumni and friends of the Ohio University Chinese Alumni Society. Advisors shall be nominated and approved by the Advisory Board.
2. Election of advisors shall be held at the Spring Meeting. By the prior approval of the Board, an election can also be conducted by mail or by e-mail.
3. The terms of elected advisors shall begin July 1 of the elected year.
4. The Immediate Past President of the Society could automatically be a member of the

Advisory Board.

5. The Executive Director of the Ohio University Alumni Relations or his/her designated appointee could be member of the Advisory Board.

Meeting of Advisory Board

Meetings of the Advisory Board shall be held as stated in Article VI of the Constitution.

Special meetings may be called by the Advisory Board or by any five (5) members of the Advisory Board. Notice of special meetings will be given to each member of the Advisory Board thirty (30) days in advance of the meeting and shall include the purpose and the location of the meeting.

ARTICLE VI

SPECIAL COMMITTEES

Special Committees or ad hoc committees may be established at the discretion of the President or by majority vote of the Board of Directors.

ARTICLE VII

RIGHT AND DUTIES OF THE MEMBERS

REGULAR MEMBERS

All regular members in good standing have a right to participate in any activities of OUCAS, a right to participate in the organizational decision making process by participating in the election, voting and compiling of recommendation to the Executive Committee, and a right to monitor the actions of the Executive Committee and the society's financial status.

All regular members shall register and pay the membership fee. Persons who do not register for two consecutive years will be assumed that he/she has left the OUCAS; thus, losing his/her membership may occur.

ASSOCIATE MEMBERS

The associate members have the right to participate in any events of OUCAS. The associate members also have the right to file recommendations and complaints regarding the organizational matters. The associate members do not have the right to vote for or to be elected as officer of OUCAS.

DUES

The fiscal year of the OUCAS shall be from July 1 to July 1 of the following year.

The amount of membership fee shall be determined each year by OUCAS in annual meeting. The membership fee of the regular member is twenty dollars (\$20.00) per year. The membership fee of the associate member is ten dollars (\$10.00) per year.

The membership fee must be paid to treasurer by the members of the society in Fall quarter each year. There may be an extension of fee payment. The extension shall be no later than the spring meeting. The membership fee shall not be refundable.

ARTICLE VIII

ALUMNI MAILING LISTS

The University has charged the Office of Alumni/Development Records with the responsibility of maintaining official alumni records. All alumni addresses or records collected and updated by OUCAS shall be shared with the Office of Alumni Relations and Development.

ARTICLE IX

FUND RAISING

In accordance with established University policy, OUCAS shall not plan, organize, or conduct any fund raising activities without prior approval of the Development Office.

ARTICLE X

STUDENT REPRESENTATIVES

The Board of Directors may invite the Presidents of the Chinese Student and Scholar Association, the Chinese Student Association (Taiwan), the Hong Kong Student Association, and the Chinese Language Society to serve as non-voting members of the Board of Directors.

ARTICLE XI

HISTORIAN

The Historian shall be appointed by the President and shall be responsible for gathering, cataloging and maintaining any such artifacts owned by, or on loan to, OUCAS.

ARTICLE XII

AMENDMENTS

These bylaws may be amended or repealed at the Annual Meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of the number of members in attendance at the meeting, with the exception of those bylaws, or Sections thereof, which are included in accordance with policies and regulations of Ohio University and/or the Ohio University Alumni Association, which shall be amended or repealed by the respective authorizing institution.