Suggested Constitution for Clubs/Societies

This suggested constitution is subject to adoption by the local club. After it is adopted, the local secretary shall keep a permanent copy and an additional copy must be mailed to the University of Oklahoma Alumni Association. The OU Alumni Association must approve any major deviation from this constitution before a chapter can be officially chartered.

I. ARTICLE I – NAME
The name of this organization shall be the OU Club of ________________________________.

II. ARTICLE II – CHARTER
The OU Club of ________________________________ shall not be financially obligated to or by the University of Oklahoma Alumni Association nor shall the University of Oklahoma Alumni Association in any way be obligated or responsible for the financial affairs of the chapter.
In the event of dissolution of the local club, all assets of the club remaining after payment or settlement of the indebtedness of the club shall be allocated to the University of Oklahoma Alumni Association in totality and with no encumbrances. This is in no way to be construed as to obscure the separateness and independence of the club from the Association during the chapter’s existence.

III. ARTICLE III – PURPOSE
The purpose of the OU Club of ________________________________ shall be:
A. To support the activities of the University of Oklahoma toward the realization of its educational mission in every way possible, AND
B. To establish and promote goals and chapter programs which strengthen the ties among the members, the club, the community and the university, AND
C. To unite for social purposes those persons who have an interest in the University of Oklahoma, AND
D. To assist the University of Oklahoma with student recruitment by promoting OU’s excellence within the local community and offering scholarships for local students who will be attending the University of Oklahoma.

IV. ARTICLE IV – MEMBERSHIP
Membership in the OU Club of ________________________________ is open to graduates, former students, spouses/children of graduates or former students, or any other supporters of the University of Oklahoma. Dues will be determined by the officers and approved by the club membership. A contribution system can also be adopted.

V. ARTICLE V – OFFICERS
The officers of the OU Club of ________________________________ shall consist of:
A. President
B. Immediate Past President
C. Vice President/President Elect
D. Secretary
E. Treasurer
F. __________________________________________
G. __________________________________________
H. __________________________________________
I. __________________________________________

A description of officer duties is outlined in the Elected Club Officers section.

VI. ARTICLE VI – MEETINGS
It shall be the policy of the OU Club of __________________________ to hold at least two (2) meetings per year. The local officers will determine the time, location and purpose of these meetings. Additional meetings can be scheduled by the officers as needed. The club is required to notify the University of Oklahoma Alumni Association of scheduled meetings at least 14 days prior to the date of the meeting and will send due notice of time, place and purpose of the meeting to all club members.

VII. ARTICLE VII – COMMITTEES
The president, with the approval of the other officers, can create committees that help further the mission of the local club and can appoint chairs and members to those committees.

VIII. ARTICLE VIII – ELECTIONS
Each year, the officers shall appoint a nominating committee to prepare a slate of officers to manage the club for the following year. The nominating committee will select only one person for each office, but provisions will be made on the ballot for write-in candidates. At the meeting designated for elections, the person receiving the majority vote will be declared the winner and shall serve in that office beginning at the next meeting. Elections will be held in August or September. Office terms will begin by October 15th every year.

IX. ARTICLE IX – AMENDMENTS
This constitution may be amended by a two-thirds majority vote of all members present at any duly called meeting of the chapter membership. The University of Oklahoma Alumni Association must also approve any major changes.

X. ARTICLE X – ADOPTION
This constitution shall be officially adopted upon its approval by a majority vote of the members of the local club in attendance at any regular or special meeting. A copy of the adopted constitution should be forwarded to the University of Oklahoma Alumni Association office.

These bylaws were adopted by the OU Club of __________________________ at a regular meeting held on __________, 20____.

X __________________________________________

President –elect                              Date
Ten Signatures (need not be present at meeting to sign, but must live in the club area).

1. PrintName
   Signature

2. PrintName
   Signature

3. PrintName
   Signature

4. PrintName
   Signature

5. PrintName
   Signature

6. PrintName
   Signature

7. PrintName
   Signature

8. PrintName
   Signature

9. PrintName
   Signature

10. PrintName
    Signature
The University of Oklahoma reserves the right to refuse or dissolve clubs and societies deemed to no longer follow the bylaws of this constitution or the spirit and purpose of club and society charters.

**Suggested Club Officers:**

**President:** Maintains contact with area Club Manager, Responsible for making sure that the club is in compliance with university policies and procedures, Arranges all club and board meetings

**Vice President:** Assumes presidency if president resigns or is removed, Attends executive committee and board of director meetings, Works with other officers and committees to learn chapter operations, Assists the president in the fulfillment of his or her duties

**Secretary:** Takes the minutes of all club meetings, Sends out notices of chapter meetings and club activities, Sends a copy of notices prepared locally to the area OU field reps to keep the Alumni Association aware of activities, Establishes a roster of all club member’s names, addresses, e-mail addresses and phone numbers, Makes sure membership list is up-to-date, Sends a copy of membership roster to the area field representative each year for coding, Has custody of the printout for all alumni living in the designated club area, Forwards interesting news and photographs from club activities to the OU Alumni office for possible use in OU Publications.

**Treasurer:** Maintains the chapter funds, pays obligations of the chapter and keeps a record of all chapter financial transactions, Establishes a budget for the chapter’s yearly activities to be approved by the board of directors. Provides a full and accurate account of all receipts to the OU Alumni Association for disbursements from the club’s foundation account held in Norman, Reviews quarterly reports provided by the OU Alumni Association for accuracy.

**Suggested Club Committees:**

**Activities:** Social events, Caravans, Fundraising events

**Young Alumni:** Committee charged with involving more young alumni in club activities and in leadership roles.

**Membership:** membership campaigns, dues

**Publicity:** Club/Society Web Site, Calling Committees, E-mails, Invitations, Newspaper Ads

**Scholarship:** Scholarship forms, Award Assemblies, Contact the Alumni Association regarding recipients

**Academic Recruitment:** Notify Schools, Recruitment Events, College Day/Night Programs

More information regarding officer and committee duties and ideas are located on the club resources link on the OU Alumni Association Website at [http://www.ou.edu/alumni/home/clubs/club_resources.htm](http://www.ou.edu/alumni/home/clubs/club_resources.htm)