

**BYLAWS FOR THE
ALUMNI SOCIETY OF THE OHIO STATE UNIVERSITY
GRADUATE PROGRAM IN HEALTH SERVICES MANAGEMENT AND POLICY**

ARTICLE I

MEMBERSHIP

Section 1: ~~Active Basic~~

A person who holds a degree awarded by the University including associate, bachelor, graduate, professional and honorary degrees, or are medical resident graduates from The Ohio State University who were part of/member of/or identified with the Graduate Program in Health Services Management and Policy for a minimum of one year, ~~and who has paid required annual or lifetime dues in the Society. Such persons are eligible to vote on Society matters, but shall not be eligible to hold office. Basic members will be kept informed as to the activities of the Society at the discretion of the Board of Governors.~~

Section 2: Sustaining-

~~A person who qualifies as a Basic Member who also makes an annual gift of at least \$40 to a Health Services Management and Policy Alumni Society current use development fund.~~

Section 2: Associate

A person who has received a certificate from the Executive Program in Health Care Management from The Ohio State University Graduate Program in Health Services Management and Policy, and who ~~has paid required annual or lifetime dues in the Society~~ makes an annual gift of at least \$40 to a Health Services Management and Policy Alumni Society current use development fund. Other such non-alumni who express an interest in membership in the Society may also be granted associate membership in the Society with an annual gift as described above. With the exception of the Executive Program designated seat on the Board of Governors, Associate members may not hold office but are eligible to vote on matters of the Society as determined by the Board of Governors of the Society.

Section 3: ~~Inactive~~

~~A person who would qualify for Active membership, but who has not paid required annual dues. Such persons shall not be eligible to hold office or vote. Inactive members may be kept informed as to activities of the Program at the discretion of the Board of Governors.~~

Section 4: Life

A person who qualifies as an ~~active basic~~ member of the Society and who has paid the required lifetime dues in the Society. ~~As of 2015, no new Life Members will be added, but all current Life Members are maintained in this status with the same benefits as Sustaining Members.~~

Section 5: Honorary

A person who has displayed an unusually high interest in strengthening the Program and/or the Society and has been awarded Honorary Status by the Society. ~~Active Sustaining and Life~~ members, the HSMP Division Chair and MHA Program Director may nominate candidates for Honorary membership by submitting written nominations to the Chairperson of the Awards Committee. Nominations shall summarize the ways in which a candidate has evidenced interest in the Program or Society. The Special Awards Committee shall consider all candidates nominated for Honorary membership and recommend not more than one candidate to the Board of Governors. The Board of Governors may, by a four-fifths vote, elect the nominee to Honorary membership. Only one Honorary member may be selected each year. Honorary members may not hold office but are eligible to vote on matters of the Society as determined by the Board of Governors of the Society. Honorary members ~~shall not be expected to pay dues, but they~~ may be appointed to serve on standing and special committees in an ex-officio capacity.

Section 6: Student

A full or part-time student officially enrolled in the Graduate Program. Student members are eligible to attend Society sponsored events and programs. They shall not be entitled to hold office, but they may serve on standing and special committees, including the Board of Governors in an ex-officio capacity with a vote. Student members ~~automatically achieve Basic are eligible for Active~~ membership status upon obtaining a degree from the Program. As a gift from the Alumni Society, each graduate receives a complimentary ~~active Sustaining~~ membership in the year of graduation for a time period determined by the Board of Governors, not to exceed 18 months.

Section 7: Faculty

A person holding a faculty position with The Ohio State University Graduate Program in Health Services Management and Policy. Faculty members shall not be entitled to vote or hold office, but may serve on standing and special committees in an ex-officio capacity. ~~Faculty members are not expected to pay dues.~~

ARTICLE II

COMMITTEES

The committees which shall serve at the direction of the Board of Governors shall include: Development Fund Committee; Program Advisory Committee; Membership Committee; Alumni Services and Career Counseling Committee; Diversity Committee, Nominating Committee; Class Representatives Committee; Management Institute Committee; and Special Awards Committee.

Section 1: Board of Governors

The Board of Governors shall consist of the Society's Officers, At-Large Representatives, and other members so designated in Article VI, Section 1 of the Constitution. The Board of Governors is responsible for establishing ad hoc committees and coordinating their activities. The Board of Governors shall establish the calendar of major events; develop the budget; establish objectives for the Society; determine the recipients of Society-sponsored awards; establish ~~the annual sustaining~~ membership ~~dues requirements schedule~~; review the Constitution and Bylaws at least every third year; and coordinate the activities of other committees. ~~All members of the Board of Governors must be Active~~ (Sustaining or Life) Members of the HSMP Alumni Society and OSU Alumni Association.

Section 2: Development Fund Committee

The Development Fund Committee shall consist of at least four members appointed to a one-year term by the President from the Active membership of the Society. The Chairperson shall be appointed to a two-year term by the President of the Society and may serve no more than two consecutive full terms. Trustees other than the Chairperson will be appointed to a one-year term by the President of the Society. The President of the Society shall appoint trustees to fill all unexpired terms. The Treasurer, HSMP Division Chair and the MHA Program Director shall be ex-officio trustees. Trustees shall be responsible for:

1. Establishing and implementing programs, with appropriate goals and policies, dedicated to soliciting funds required to further the purposes of the organization.
2. Establishing sound policy for managing and controlling the use of all contributions.
3. Developing annual fund goals and suggested contribution guidelines for each Program fund.
4. Considering recommendations from the membership regarding the use of funds for developmental purposes.

The Chairperson shall also serve as a member of the Nominating Committee.

Section 3: Program Advisory Committee

The Program Advisory Committee shall consist of at least four members appointed to a one-year term by the President from the Active membership of the Society. The Chairperson shall be appointed to a two-year term by the President of the Society and may serve no more than two consecutive full terms. The Committee shall be responsible for providing suggestions and recommendations with regard to the Program's objectives, curriculum, standards, policies, residency program methodology, and faculty as requested by and in cooperation with the faculty. The Committee through a designated representative shall participate in the Program's annual curriculum review. The Chairperson shall also serve as a member of the Nominating Committee.

Section 4: Membership Committee

The Membership Committee shall consist of at least four members appointed to a one-year term by the President from the **Active** membership of the Society. The Chairperson shall be appointed to a two-year term by the President of the Society and may serve no more than two consecutive full terms. The Treasurer shall serve in an ex-officio status. The Committee shall maintain a roster reflecting the status of membership for the Society, assist in the collection of dues, and assist the President in identifying candidates to serve on standing and ad hoc committees. The Chairperson shall also serve as a member of the Nominating Committee.

Section 5: Alumni Services and Career Counseling Committee

The Alumni Services and Career Counseling Committee shall consist of at least four members appointed to a one-year term by the President from the **Active** Membership of the Society. The Chairperson shall be appointed to a two-year term by the President of the Society and may serve no more than two consecutive full terms. The Committee shall be responsible for the publication of the Alumni Newsletter, conducting the Salary Survey, and assisting the faculty with the recruitment of highly qualified students to the Program. In addition, the committee members serve as liaisons to the career counseling services or support provided through the Alumni Society. The Chairperson shall also serve as a member of the Nominating Committee.

Section 6: Nominating Committee

The Nominating Committee shall be chaired by the President-Elect and consist of the Chairpersons of the Program Advisory Committee, the Membership Committee, the Development Fund Committee and the Alumni Services and Career Counseling Committee. The HSMP Division Chair and MHA Program Director shall also serve in an ex-officio capacity. The Committee shall every other year publish a letter to the Society's **Active** members soliciting nominations to the offices of the President-Elect, Secretary and Treasurer, and four positions of At-Large Representatives. A final slate shall be approved by the Board of Governors and presented to **Active** members of the Society for vote prior to the annual meeting. The slate for the At-Large Representative positions shall include at least six names of candidates, of whom no more than two shall be from the same class. The President-Elect, Secretary, Treasurer and At-Large Representatives shall be elected by a plurality vote of all votes cast on a ballot sent out at least 30 days prior to the annual meeting. The ballot may be sent and vote may be returned via postal or electronic email as determined by the Nominating Committee. A suggested timetable for nominations based on an annual meeting during the annual Management Institute would be: May, letter distributed to Active alumni soliciting nominations; July, Board of Governors approves slate; August, ballots sent to the Active alumni membership; September, completed ballots tallied by Secretary; October, results announced at annual meeting.

Section 7: Class Representatives Committee

The Chair of the Class Representative Committee shall assemble a committee consisting of class representatives, at least two of the four At-Large Representatives, President-Elect, and other Committee chairs as appropriate. This Committee shall assist the officers in establishing effective communication with the membership, advise the President and the Board of Governors on the current ideas of the membership, and assist in other projects assigned by the Board of Governors. The Chairperson shall be appointed to a two-year term by the President of the Society and may serve no more than two consecutive full terms. The term of class representatives will be for two years, with no cap on the number of terms served.

Section 8: Management Institute Committee

The Management Institute Committee shall consist of at least four members appointed to a one-year term by the President from the **Active** Membership of the Society. The Management Institute Committee is responsible for planning an educational session typically held in the fall. An **Active (Sustaining or Life)** member in good standing shall be appointed to a two-year term by the President of the Society serving one year as co-chair and the second year as the primary lead for organizing this event. The committee is responsible for developing objectives, securing speakers and a meeting location, developing publications related to the event and any other tasks affiliated with this meeting. The Alumni Society Director will also serve to support this event.

Section 9: Special Awards Committee

The Special Awards Committee shall consist of at least four members selected from the Past Presidents of the Society and appointed by the President. The appointments shall be for a one-year term. The immediate Past President shall serve as Chairperson. The Committee shall establish and periodically review criteria for Honorary membership and shall recommend candidates to the Board of Governors in accordance with Article I, Section 5 of these Bylaws. The Committee shall also make recommendations to the Board of Governors concerning other Society-sponsored awards, University-sponsored awards and other professional awards as appropriate.

Section 10: Diversity Committee

The Diversity Committee shall consist of at least four members appointed to a one-year term by the President from the **Active** Membership of the Society. The Diversity Committee is responsible for the development of activities and programs to examine and advise on issues affecting diversity from an Alumni Society perspective. The Committee works to foster diversity in an environment of appreciation and respect for difference and shall annually host a Diversity Breakfast to correspond with the Management Institute. The Chairperson shall be appointed to a two-year term by the President of the Society and may serve no more than two consecutive full terms. .

ARTICLE III

MEETINGS

Section 1: Annual Meeting

The annual meeting shall be held in conjunction with the Society's annual Management Institute or at a more appropriate time and place selected by the Board of Governors. Other general membership meetings may be held at the discretion of the President. It is the responsibility of the President to give timely notification of all meetings. The President may also convene regional meetings of the membership.

Section 2: Board of Governors

The Board of Governors shall meet at least twice annually at a time and place selected by the President. The Board of Governors shall hold such additional meetings as may be necessary to properly conduct the affairs of the Society at times and places as determined by the Board.

Section 3: Quorum

A quorum for the annual meeting shall consist of the **Active** members present. A quorum for all other meetings of committees and subcommittees, regions and sub-regions of the Society shall consist of those who are in attendance, provided the meeting has been officially called and the members have been duly and adequately notified.

ARTICLE IV

ELECTION OF OFFICERS AND AT-LARGE REPRESENTATIVES

Section 1: The President-Elect of the Society shall be elected for a two-year term which is to be followed immediately by a two-year term as President. The Secretary and Treasurer shall be elected for a two-year term and may serve no more than two successive two-year terms.

Section 2: Up to eight At-Large Representatives shall be elected from the Active membership of the Society for two-year terms. An individual may serve no more than two successive two-year terms.

Section 3: The Secretary of the Society shall distribute a ballot to all **Active** members containing the names of candidates for each office nominated by the Nominating Committee and a space for an open vote. The ballot shall also contain at least six names of candidates for the At-Large Representative

positions nominated by the Nominating Committee and a space for an open vote. The ballot shall be distributed at least 30 days prior to the annual meeting. Ballots must be returned to the Secretary for counting at least one week prior to the annual meeting. The ballot may be sent and the vote may be returned via postal or electronic mail as determined by the Secretary.

Section 4: A plurality of all votes cast shall be sufficient to elect individuals to each of the offices or At-Large Representative positions. In the event of a tie vote for any office or position, the ballot ~~may shall~~ be submitted to the **Active** membership present at the annual meeting for a second vote or a second vote may be conducted via electronic means at the discretion of the Board of Governors.

ARTICLE V

DUTIES OF OFFICERS AND AT-LARGE REPRESENTATIVES

Section 1: President

The President shall preside at meetings of the Society and the Board of Governors. The President shall appoint Chairpersons and members of the standing and ad hoc committees subject to the approval of the Board of Governors and shall be an ex-officio member of all committees.

Section 2: President-Elect

In the President's absence, the President-Elect shall assume the duties of the President. The President-Elect shall serve as a member of the Board of Governors; chair the Nominating Committee and serve on the Class Representatives Committee.

Section 3: Past President

The Past President shall serve as a member of the Board of Governors and chair the Special Awards Committee.

Section 4: Secretary

The Secretary shall serve as a member of the Board of Governors. The Secretary shall keep minutes of all proceedings of the Society and the Board of Governors and shall make an accurate and proper record of same. The Secretary shall be responsible for the preparation and distribution of all correspondence to all members as such correspondence is approved by the President. The Secretary shall be elected to a two-year term. It shall be the duty of the Secretary to supervise the keeping of the list of Alumni of the Program and to ensure the Association is informed of any address changes. This list can only be used in connection with alumni activities and cannot be released for political or commercial purposes, subject to expulsion from office by the Board of Directors of The Ohio State University Alumni Association, Inc. Release of the list shall be made only on approval of the President/CEO of The Ohio State University Alumni Association, Inc. subject to the Constitution of the Society and the Board of Governors.

Section 5: Treasurer

The Treasurer shall serve as a member of the Board of Governors and as an ex-officio trustee of the Development Fund Committee and Membership Committee. The Treasurer shall be responsible for the supervision of all financial matters of the Society in accordance with the policies established by the Board of Governors. At a minimum, the Treasurer shall present an annual financial report to the Society at its annual meeting.

Section 6: At-Large Representatives

At-Large Representatives shall be elected to a two-year term. At-Large Representatives shall participate in the governance of the Society through the activities of the Board of Governors. Their primary responsibility is to serve as representatives of the Society membership, acting as a liaison between the membership and the Board of Governors on policy matters, and improving communication. The At-Large Representatives shall serve to enhance the involvement of the membership in the governance of their Society. They may also serve as needed on other committees.

ARTICLE VI

AMENDMENTS

These Bylaws may be altered by a two-thirds majority vote of a quorum of Active members at the annual meeting, or as provided in Article XII of the Constitution of the Society. A quorum for this purpose shall be all **Active** members present. Amendments to the Bylaws do not require approval of the Board of Directors of The Ohio State University Alumni Association, Inc.

AMENDED OCTOBER 1978
AMENDED OCTOBER 1981
AMENDED SEPTEMBER 1987
AMENDED OCTOBER 1994
AMENDED JANUARY 1995
AMENDED DECEMBER 1997
AMENDED OCTOBER 2000
AMENDED MARCH 2004
AMENDED JULY 2006
AMENDED OCTOBER 2007
AMENDED APRIL 2014