



**OPERATIONAL PROCEDURES  
ALUMNI ASSOCIATION  
COLLEGE OF HUMAN SCIENCES PARTNERS ASSOCIATION**

**ARTICLE I  
Name**

The name of this organization shall be the College of Human Sciences Partners Association, herein referred to as the Partners Association. The Partners Association will be considered an affiliate of the Oklahoma State University Alumni Association (OSU Alumni Association) and will be governed by the constitution of the OSU Alumni Association in general and by the constitution of this Partners Association in particular.

**ARTICLE II  
Mission**

The mission of the Partners Association is to fulfill a crucial role on behalf of Human Sciences by serving as informed internal and external advocates for students, faculty, and staff, and to provide knowledge and skills that enhance the collegiate experience. In order to reconnect and enhance relationships, the Partners Association will identify and nurture potential partnerships with alumni, industry partners and other supporters which will serve as a means to raise awareness *of* and stewardship *for* the advancement of the OSU College of Human Sciences.

**ARTICLE III  
Organization**

**Section 1.** The Partners Association shall be a constituent group of the OSU Alumni Association and shall consist of members as described in Article IV.

**Section 2.** The College of Human Sciences Partners Board, herein referred to as the Partners Board, shall include a President, President-Elect, Past-president, Secretary (External Relations, Communications), Treasurer and Chair of each of the four standing committees.

**Section 3.** The College of Human Sciences Partners Executive Committee herein referred to as the Partners Executive Committee shall include a President, President-Elect, Past-president, Secretary (External Relations, Communications), and Treasurer. The Executive Committee will be entrusted to carry on the business of the organization between regular meeting times.

**Section 4.** Current standing committees shall be reviewed at each meeting and established, changed, or dissolved as needed.

**ARTICLE IV  
Membership**

Membership in the Partners Association requires membership in common with the OSU Alumni Association. Those eligible for membership in the Partners Association shall include:

a. Individuals who have obtained a degree from any of the academic programs of the College of Human Sciences.

b. Individuals who have been enrolled in any of the academic programs or are currently enrolled in an academic program of the College of Human Sciences.

c. Individuals who are employed by or are considered to be friends of the College of Human Sciences.

To be an active member of the Partners Association, individuals must be current in their patron support of the Human Sciences Partners Association Fund. Individual gifts to this fund are to be determined annually and approved by the Partners Executive Committee.

**Section 1.**

Clause A. Patron support levels:

Partners Association voting member and officers: \$500 per year

New Professionals (within 5 years of graduation): \$50 per year

Faculty or student (ex-officio members): \$0

Clause B. Patron support will be due and payable by \_\_\_\_\_

**ARTICLE V**

**Officers, Executive Committee, Standing Committees, Ex-Officio Members**

**Section 1.** The President shall preside at all meetings of the Partners Association. The President shall have general authority to conduct the business and affairs of the Partners Association and shall perform such other duties and have such other powers as the Partners Executive Committee shall prescribe.

**Section 2.** In the absence of the President, the President-Elect shall assume the duties and have all the authority of the President. The President-Elect shall be expected to ascend to the presidency.

**Section 3.** The Secretary (External Relations, Communications) shall attend all meetings of the Partners Association and record all votes, actions and the minutes of all proceedings in a record kept for that purpose.

**Section 4.** The Treasurer shall attend all meetings of the Partners Association and will be responsible for the Partners Association's finances.

**Section 5.** The Four Standing Committees are:

The Research and Innovations Committee. This committee will facilitate connections for Human Sciences investigations and problem solving projects.

The Learning Committee. This committee will provide input to college programs from the Partners' perspectives on required skills, experiences, necessary knowledge, mastery, etc. (e.g., related to internships, hiring graduates, early career development).

The Engagement Committee. This committee will create opportunities and connections between the disciplines of the College of Human Sciences and the myriad external constituencies which it serves.

The Advancement Committee. This committee will provide leadership for further developing the reach of Human Sciences via an array of activities and resource generation.

**Section 6.** In addition to the Officers, the Dean of the College of Human Sciences will be an ex-officio member of the Partners Executive Committee, and has the authority to name the following ex-officio representatives as he/she sees fit: Associate Dean Representative, Faculty Representative, Coordinator for Alumni and External Relations and Student Representatives.

**Section 7.** In addition to the Dean, the College of Human Sciences Coordinator for Alumni and External Relations will be an ex-officio member of the Partners Executive Committee. The Coordinator shall make a good faith effort to keep the Partners Association informed regarding Partners Executive Committee actions and will provide assistance to the Partners Association as deemed necessary.

## **ARTICLE VI Elections**

**Section 1.** Election of officers shall be by a quorum of five active Partners Board members every other year in the spring of odd numbered years. Officer's terms are defined as 2 years. The President-Elect assumes the role of President after completion of the two-year term as president-elect and holds the office of president for two years, then becomes past-president.

**Section 2.** The President has the authority to appoint a nominating committee of three members of the Partners Association. The committee must have verbal acceptance from each of the candidates pending the election meeting. The committee will present a slate of nominees to the Partners Executive Committee, which will conduct the election. The candidates receiving the majority of votes will assume the position.

**Section 3.** In the event of the death or resignation of officers or other Partners Executive Committee members, the Partners Association shall elect another Partners Association member to fill the vacancy for the remaining term. Failure of Partners Executive Committee members to remain in active participation may result in the need for the Partners Executive Committee to vote on a plan of action and possible need for replacement.

**Section 4.** All actions of the Partners Association shall be decided by a majority vote of the Partners Executive Committee members present. Alternate means of technology may be employed as deemed necessary by the Partners Executive Committee.

## **ARTICLE VI Meetings**

1. There will be a meeting of the Partners Association each Spring and Fall. The date, place, and time of the meetings will be determined by the President of the Partners Association in conjunction with the Dean's Office and representatives. All members of the Partners Association will be notified of the meetings at least 30 days prior to the meetings date. The Fall meeting will be the designated Annual meeting.

2. All business of the Partners Board, except amendments to the bylaws, shall be decided by a majority vote of the members present. The committee chairs shall represent the views of their standing committee members. A quorum shall consist of five active Partners Board members.

3. The Partners Board or Committee Chairs may conduct business via email or by the utilization of other technological methods between scheduled business meetings. Any proposals that a committee chair or an executive committee member wishes to put to the entire Partners Association membership should be first sent

to the Coordinator for Alumni and External Affairs to allow for input from the Dean. All votes would then be sent directly to the Coordinator for confirmation.

4. Failure to attend two consecutive Partners Association meetings without being excused or having made prior arrangements with the Partners Executive Committee may result in dismissal from the Partners Association.

5. Committee meetings are governed by a Partners Committee Chair.

#### **ARTICLE VII Amendments**

This constitution may be revised or amended by a two thirds majority vote of the Partners Association. A proposal shall be submitted in writing 30 days prior to the vote to the Coordinator of Alumni and External Affairs to allow for input from the Dean, and to each Partners Association member.

#### **ARTICLE VIII Dissolution**

The Dean has the authority to dissolve the Partners Association based on the best interest of the College of Human Sciences. In the event of the dissolution of the Partners Association, the assets of the Partners Association after payment of the debts revert to the OSU Alumni Association, or as otherwise governed by Oklahoma state laws.