



**Constitution and By-Laws
Of the Association of Ex-Pupils**
Revised 10-21-2017

OFFICERS

President	Elected Annually for One Year Term
1 st Vice President	Elected Annually for One Year Term
2 nd Vice President	Elected Annually for One Year Term
Treasurer	Elected in Odd Numbered Years for a Two Year Term
Financial Secretary	Elected in Even Numbered Years for a Two Year Term
Recording Secretary	Elected Annually for One Year Term
Chaplain	Elected Annually for One Year Term

STANDING COMMITTEE CHAIRPERSON

Museum Chairperson.....	Appointed by President
Membership Secretary	Appointed by President

EXECUTIVE COMMITTEE

Three appointed by President each year to Three Year Term
up to Three at large members may be appointed each year if needed

Ex-Officio	Immediate Past President of the AXP
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Constitution and By-Laws of the Association of Ex-Pupils

ARTICLE I: NAME

This organization shall be known as the Association of Ex-Pupils (AXP) of the Ohio Soldiers and Sailors Orphans' Home/Ohio Veterans Children's Home, for business purposes, our official name is OSSO-OVCH AXP,

ARTICLE II: PRINCIPLES

Section 1: We firmly believe in Almighty God, and fully realize that it was under His beneficent Providence that the OSSO/OVCH, consecrated to us by the service and blood of our fathers, was created to care for him who shall have borne the battle, for his widow and children.

Section 2: True loyalty to this, our Home, is based upon respect, devotion, and fidelity to its rules and regulations and to those who have served in training our lives.

Section 3: This AXP was formed to perpetuate the memories of our childhood, keep alive the friendships of our youth, and to maintain the OSSO/OVCH AXP Museum.

ARTICLE III: OBJECTIVES

Section 1: This AXP incorporated under the laws of the state of Ohio and registered with the United States Internal Revenue Service, is a nonprofit organization for Federal income tax purposes (tax-free purchases for the AXP).

Section 2: To create in the minds of the members the desire to live so that the people of the state of Ohio will be proud, not only of the legacy of the Home, but of the boys and girls who have left its doors to become useful men and women.

Section 3: To acquaint and keep in touch with all ex-pupils who have left the Home and to do all we can to assist them in times of distress.

Section 4: To accomplish the purpose set forth in Article II, Section 3, all Ex-Pupils, their wives/husbands and children, desiring to share in these worthwhile objectives shall pay annual amount stipulated in Article IV of this constitution. The AXP will also accept contributions from all people interested in perpetuating the purposes and objectives of the AXP.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1:

3.) Associate/Employee Members: A husband, wife and/or child (age 18 and above) of an Ex-Pupil, Retired and/or former employee in good standing shall be, upon payment of the annual dues, They will be eligible for full AXP membership privileges including making motions, voting, and holding elected office.

4.) Junior Associate Member: All family of Ex-Pupil, Retired and/or former employee in good standing who is age 17 and under shall be entitled to all the privileges thereof.

5.) Community Members: Someone (age 18 and above) who demonstrates a desire to help fulfill the mission of the AXP, and has been invited by a current AXP dues paid member to apply for membership. Membership application must be completed and approved by the AXP Board. Upon approval and payment of the annual dues Community members shall be allowed to serve on the board and while serving on the board shall be entitled to all privileges thereof, including making motions, voting on issues and electing officers, but will not be allowed to hold elected office.

6.) Honorary AXP Members: Any person not eligible or included in the above classification may be elected into Honorary Membership by the AXP Board and shall be entitled to the privileges as an Associate Member as cited in section 1 subsection 3 above. The only exception is there are no membership dues for this classification.

Section 2: Dues: The annual dues for Active Membership and Associate Membership shall be fixed by the AXP Board each year and shall become effective and valid the first day of June following said action.

Section 3: Directory: A Directory of Ex-Pupils (names, addresses, phone numbers, etc.), cost to be established by the AXP Board, may be ordered when paying dues or from the Membership Secretary, as long as they are available. The AXP Directory shall be updated yearly.

Section 4: Badges: Membership badges will be issued upon registration for the annual Reunion and shall signify the payment of dues. The badge is required for participation in the meetings and other activities of the AXP. The AXP President shall have the authority to issue complimentary badges to invited guests of the AXP.

ARTICLE V: ELECTED OFFICERS, ELIGIBILITY, AND TERMS OF OFFICE

Section 1: The elected officers of the AXP shall be a President, a First Vice-President, a Second Vice-President, a Treasurer, a Financial Secretary, a Recording Secretary, and a Chaplain.

Section 2: Any Active Member, Associate Member, or Honorary Member of the AXP in attendance at the annual Reunion is eligible to any office if present at the time of election, or if they have indicated in writing to the AXP Board their desire to serve.

Section 3: The President, First Vice-President, Second Vice-President, Recording Secretary, and Chaplain shall be nominated and elected for one year terms. The Treasurer shall be nominated and elected in odd numbered years for a two-year term. The Financial Secretary shall be nominated and elected in even numbered years for a two-year term.

ARTICLE VI: ELECTION OF OFFICERS

Section 1: Nominations for office shall be made by the Nominating Committee at the first business meeting of the AXP's annual Reunion. After the Nominating Committee, has presented its list of candidates, the President shall call for nominations from the floor. The nominations will then be closed for the afternoon session and the President shall declare that the official voting body will be the AXP members present at the next session.

Section 2: Election of officers shall take place during the next business meeting after repeating the process in Section 1.

Section 3: Ballots shall be printed according to the Australian ballot system, with the names from the Nominating Committee on the ballot, and blank lines for those nominated from the floor.

Section 4: The Nominating Committee shall distribute, collect and count the ballots. Ballots shall only be given to Active and Honorary Members, as well as Eligible Associate Members.

(A) All ballots must be marked clearly, so as to show the voter's clear intent, or will not be counted.

(B) The President shall cast a ballot only for the purpose of breaking a tie vote.

(C) After all ballots are marked and collected, the President shall say, "Have all balloted who wish to? If so, I declare the balloting closed."

Section 5: The Nominating Committee shall count the ballots, and give the results to the President who declares the candidates receiving the largest number of votes elected.

ARTICLE VII: DUTIES OF ELECTED OFFICERS

PRESIDENT

Section 1: The President shall preside at all meetings of the AXP and AXP Board; preserve order and decorum therein and enforce strict observance to the Constitution and By-Laws of the AXP.

Section 2: The President shall appoint his/her staff which shall serve only for his/her President's term of office.

Section 3: The President shall appoint members to the Executive Committee to serve unfulfilled terms as the need arises.

Section 4: The President shall appoint all special committees unless the rule is suspended by a majority vote of the AXP Board.

Section 5: The President shall appoint a Chapel Fund Administrator as the requirement arises and can only be removed by a majority vote of the AXP Board.

Section 6: The President shall, on behalf of the AXP and with the concurrence of their Board, renew the lease (with appropriate authorities) for the AXP Museum, Chapel, and surrounding grounds, approximately 9.5 acres, at 650 Elliott Drive, Xenia, Ohio, and shall ensure the AXP complies with the requirements of the lease.

Section 7: The President may initiate, at his/her discretion, action to remove any Executive Committee member who has missed two or more consecutive meetings or three or more meetings in a year without notifying the President.

Section 8: The President shall, at the end of each year in office, compile a record of his/ her year's work and provide such record on file in the AXP Museum (or other designated location).

FIRST VICE-PRESIDENT

Section 1: The First Vice-President shall preside in the absence of the President and shall serve as an aide to the President.

Section 2: The First Vice-President shall be Chairperson of the Christmas Committee.

Section 3: The First Vice-President shall be Chairperson of the Annual Reunion. His/her duties shall be to coordinate all facets of the Reunion.

SECOND VICE-PRESIDENT

Section 1: The Second Vice-President shall preside in the absence of the President and the First Vice-President. He/she shall serve as an aide to these officers.

Section 2: The Second Vice-President shall serve as the Chairperson of the Nominating Committee.

Section 3: The Second Vice-President shall be Chairperson of the Loyalty Projects Committee.

TREASURER

Section 1: The Treasurer shall receive all monies due to the AXP and shall disburse all monies from the AXP. The Treasurer shall keep accurate account of all receipts and disbursements of AXP funds and present a copy of an up-to-date report to the AXP Board at each meeting.

Section 2: The Treasurer shall disburse funds only upon receipt of a voucher. The voucher must be signed by the Financial Secretary and the President. When the President is the recipient of funds distributed by voucher, the voucher must be signed by the Financial Secretary and/or either the First Vice President or Second Vice President.

Section 3: In an emergency situation, the President may authorize an expenditure of up to \$200; anything over \$200 must have AXP Board approval. Every expenditure must be followed with a voucher signed by the President and the Financial Secretary.

Section 4: All monies belonging to the AXP shall be placed in a depository in the State of Ohio, in the name of the AXP, unless specific exception is approved by the AXP Board. All expenditures must be signed by the Treasurer for a withdrawal from the Museum and Loyalty accounts.

Section 5: The books of the Treasurer shall be audited yearly on the first day of the Reunion.

Section 6: The Treasurer shall be bonded by a reliable bonding company. The Treasurer shall obtain a bond, or bonds, covering all members of the AXP Board responsible for receiving or disbursing AXP monies. Bonding to be furnished from August 1st-July 31st, in a reasonable amount paid for by the AXP.

Section 7: The Treasurer shall have the AXP account checkbook in his/her possession at each meeting of the AXP or AXP Board.

FINANCIAL SECRETARY

Section 1: The Financial Secretary shall keep accurate account of all receipts and disbursements of the AXP. The books of the Financial Secretary shall be audited yearly on the first day of the Reunion.

Section 2: The Financial Secretary shall be responsible for the filing of any forms required by the state of Ohio or by the Government of the United States of America.

Section 3: The Financial Secretary shall have AXP vouchers in his/her possession at each meeting of the AXP or AXP Board.

RECORDING SECRETARY

Section 1: The Recording Secretary shall prepare minutes of all **AXP** Board and general membership meetings. He/she shall perform the duties assigned by the **AXP** and/or President.

Section 2: The Recording Secretary shall maintain all **AXP** minutes and keep a copy of such minutes in the **AXP** Museum (or other designated location). He/she shall have in his/ her possession at each meeting a copy of the minutes of the last **AXP** meeting and a copy of the Constitution and By-Laws.

CHAPLAIN

Section 1: The Chaplain shall officiate at the Opening of **AXP** meetings and shall arrange a suitable Memorial at the time of Reunion for all deceased members of the **AXP**.

Section 2: The Chaplain shall officially represent the **AXP** at Memorial Day services.

ARTICLE VIII: AXP MEETINGS

Section 1: The Reunion of the **AXP** shall be held annually, in June or July, at such times as the **AXP** Board deems appropriate.

Section 2: The first regular meeting of the **AXP** shall be held the afternoon of the first day of each Reunion. At this meeting the following shall be the order of business:

- 1.) Opening of the meeting by the President.
- 2.) Prayer given by the Chaplain, and the Pledge of Allegiance to the American Flag.
- 3.) Reading and approval of the minutes of the business meetings of the previous year's Reunion.
- 4.) Officers' reports.
- 5.) Reports of standing committees.
- 6.) Reports of special committees.
- 7.) Unfinished business.
- 8.) New business.
- 9.) First reading of any proposed Amendments to the Constitution and By-Laws.
- 10.) Appointment of resolution committee and recommendations committee.
- 11.) Nominations of officers (by the nominating committee).
- 12.) Nominations from the floor.
- 13.) Recess.

Section 3: The second regular meeting of the **AXP** shall be held the afternoon of the second day of the Reunion. At this meeting the following shall be the order of business:

- 1.) Opening of the meeting by the President.
- 2.) Prayer given by the Chaplain, and the Pledge of Allegiance to the American Flag.
- 3.) Reading and approval of the minutes from the previous meeting.
- 4.) Reports of committees.
- 5.) Unfinished business.
- 6.) Second reading of any proposed Amendments to the Constitution and By-Laws.
- 7.) Action on the proposed amendments.
- 8.) New business.
- 9.) Election of officers.
- 10.) Suggestions for the good of the **AXP**.
- 11.) Recess.

Section 4: A third meeting of the AXP may be held the morning of the third day of the Reunion, if called by a majority vote of the AXP Board. No business shall be transacted except that for which the meeting was called.

Section 5: Between general AXP meetings, the government and management of the AXP shall be entrusted to the AXP Board. All proceedings of the AXP Board shall be made available at the next general meeting of the AXP.

ARTICLE IX: DUTIES OF COMMITTEE CHAIRPERSONS MUSEUM CHAIRPERSON

Section 1: The Museum Chairperson shall be appointed by the AXP President, as the requirement arises.

Section 2: The Museum Chairperson duties are;

- 1.) Accepting donations of items and placing them on display
- 2.) Cleaning and light maintenance in and out of the Museum.
- 3.) Responsible for weekly museum hours, reunion hours, and special function
- 4.) Responsible for scheduling of tours and special functions.
- 5.) To oversee volunteers for periodic museum maintenance including but not limited to painting, artifact rotation, and more
- 6.) Lawn care including but not limited to weeding, mulching, mowing, leaf removal, and snow removal (Sidewalks)

All duties of the Museum Chairperson will be on a volunteer bases.

Section 3: The Museum Chairperson participates in meetings of the AXP Board.

MEMBERSHIP SECRETARY

Section 1: The Membership Secretary shall be appointed by the AXP President to a term that coincides with that of the AXP President.

Section 2: The Membership Secretary shall maintain permanent Membership records of all Ex-Pupils and Associates. He/she shall ensure notification is sent to the membership when dues are due, receive the dues, and turn them over to the Financial Secretary. He/she shall issue official membership cards and suitable badges at Reunion. He/she shall be responsible for the editing, selling, and mailing of the AXP Directory.

Section 3: The Membership Secretary shall be bonded by a reliable bonding company. Bonding to be furnished from 1 August to 31 July, in a reasonable amount paid for by the AXP.

Section 4: The Membership Secretary participates in meetings of the AXP Board.

ROONEY FUND ADMINISTRATOR

The Rooney Fund Administrator or President may participate in meetings of the **AXP** Board.

ARTICLE X: EXECUTIVE COMMITTEE

Section 1: There shall be an Executive Committee. Nine (9) of the members shall be appointed to three (3) year terms. The terms of office shall be staggered such that, in any given year, three new members are to be appointed. (Refer to Section 3 & 4)

Section 2: One member shall be the immediate past President of the AXP who shall be the Ex-Officio officer of the AXP.

Section 3: Up to three (3) at-large members may be appointed by the President each year, if needed, to serve one-year terms.

Section 4: Executive Committee appointments shall be made so as to give representation to different eras (decades) of Ex-Pupils. Any AXP member wanting to serve the Association in this capacity should make his/her intentions known to the President.

Section 5: When the need arises, any unfilled term of an Executive Committee member shall be filled by appointment of the President.

Section 6: Executive Committee members shall attend all general membership and AXP Board meetings. Executive Committee members shall notify the President when they are unable to attend a meeting. Missing two or more consecutive meetings or three or more meetings in a year, without notifying the President, may result in action by the AXP Board to replace the member.

ARTICLE XI: AXP BOARD

Section 1: The AXP Board is comprised of Elected Officers, Standing Committee Chairpersons, the Chapel Fund Administrator and the Executive Committee.

Section 2: Between general AXP meetings, the government and management of the AXP shall be entrusted to the AXP Board. All proceedings of the AXP Board shall be made available at the next general meeting of the AXP.

Section 3: The AXP Board shall meet at least once during Reunion.

Section 4: Special meetings of the AXP Board may be called by the President at any time, when, in his/her judgment, it is deemed necessary, provided each member of the AXP Board has been given notice.

Section 5: All members of the AXP Board shall have a vote in the decision-making process of the Board. A majority of AXP Board members shall constitute a quorum for the transaction of all business.

Section 6: The AXP Board may remove or replace any Executive Committee member by a simple majority vote during an official AXP Board meeting provided said member has missed two or more consecutive meetings or three or more meetings in a year without notifying the President.

Section 7: All members of the AXP Board are eligible for reimbursement of expenses related to his/her work for the AXP.

Section 8: The AXP Board will have the responsibility to ask unapproved solicitors to discontinue illegal sales during any and all AXP events including Reunion Violators will be asked to leave.

Section 9: During the course of any and all events, all By-Laws and /or rules pertaining to this organization and being on the Legacy campus will be respected, honored and maintained. Any person or persons who violates these By-Laws or rules, and / or who's conduct is unbecoming of a reasonable person, and/or become verbally abusive, and/or threatens any person or persons with bodily harm, will be asked to leave the event and the campus. If violators refuse to leave, the local authorities will be called to escort them from the event and off the ground.

ARTICLE XII: COMMITTEES

AUDITING COMMITTEE

Section 1: The AXP President shall appoint an Auditing Committee of three (3), one (1) member shall have some knowledge of accounting or bookkeeping.

Section 2: The books of the Financial Secretary, the Treasurer and the Chapel Fund Administrator shall be submitted to the Auditing Committee for audit on the first day of each Reunion. A written report of the financial condition of the AXP and the Chapel Fund shall be given at the Reunion.

LOYALTY COMMITTEE

Section 1: The AXP President shall appoint a Loyalty Projects Committee, which shall include the Second Vice-President as Chairperson, whose duty it shall be to present worthwhile projects to the AXP for consideration and to ensure the completion of such approved projects.

Section 2: will read; "Loyalty sales for all events including Reunion, shall be the sole responsibility of the AXP Board. Solicitations of any kind will not be allowed unless first approved by the AXP Board. Any and all unapproved solicitors will be given a notice to discontinue. Upon second notice, solicitors will be asked to leave the event and grounds. If violators refuse to leave, the local authorities will be called to help escort them from the event and off the grounds

NOMINATING COMMITTEE

The AXP President shall appoint a Nominating Committee, to be chaired by the Second Vice-President, who shall present a full slate of candidates for office at the first regular business meeting during each Reunion. The Nominating Committee shall distribute, collect, and count the ballots during the AXP Reunion. Ballots shall only be given to Active, and Honorary Members, as well as Associate Members.

ARTICLE XIII: CHAPEL FUND AND ADMINISTRATOR

Section 1: The Chapel Fund Administrator for the restoration of Collier Chapel shall be appointed by the President as the requirement arises. Only a majority vote from the AXP Board will remove any Administrator from their duties.

Section 2: The Chapel Fund Administrator will have the responsibilities of choosing volunteers to sit on the Chapel Fund committee for the purpose of soliciting Funds for the restoration of Collier Chapel. All Funds solicited or otherwise, will be placed into a separate bank account from the AXP Loyalty and Museum accounts, and be used for the sole purpose of the Chapel Restoration. The Chapel Fund donations will be placed into its own savings account by using the same bank as the other AXP bank accounts, use the same federal tax non-profit 501 C-3 number and to be included each year while filing with the IRS and State of Ohio. At no time, will the Chapel Fund pay monies to any volunteers or others helping with the Fund.

Section 3: The Chapel Fund Administrator shall be appropriately bonded and responsible for the solicitation of receipts for accountability of assets, and the execution of all administrative duties related to the Fund.

Section 4: The responsibility and decisions for obtaining bids, hiring restoration companies, safety procedures and/or allowing volunteers to work on or within the Chapel, lies solely with AIA. Being the owner, AIA has the final word.

Section 5: The AXP President and the Chapel Fund Administrator must both sign checks and necessary papers to withdraw, transfer, or otherwise handle the capital and/or interest earned.

Section 6: The Chapel Fund Administrator shall sit on the AXP Board and be present at each Board meeting to give a periodic financial report and update.

Section 7: The Chapel Fund Administrator shall make an annual financial report and update to the general membership at the second general meeting during each year's Reunion.

ARTICLE XIV: FUNDS

All expenditures of the AXP, other than de minimis normal expenses must first be approved by the AXP Board.

ARTICLE XV: FISCAL YEAR

The fiscal year of the AXP shall be August 1st-July 31st.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the AXP, when applicable and when they are not in conflict with the By-Laws and Constitution.

ARTICLE XVII: AMENDMENTS

Section 1: This Constitution and By-Laws may be amended, altered or revised by a two-thirds (2/3) vote of the members present at any regular or special meeting of the AXP provided the proposed amendment; Alteration or revision has been submitted and read at a regular or special AXP meeting prior to the meeting at which the voting is taking place.

Section 2: This Constitution and By-Laws may be amended, altered or revised by a two-thirds (2/3) vote of the AXP Board at any regular or special meeting of the AXP Board provided the proposed amendment; alteration, or revision has been submitted and read at a regular or special AXP Board meeting prior to the meeting at which the voting is taking place.

Section 3: The decision of the AXP Board on any amendment; alteration or revision to the Constitution and By-Laws may be reversed by a two-third (2/3) vote of the members of the AXP present and voting at any subsequent AXP general membership meeting.

ARTICLE XVIII: DECLARATION

We who subscribe to the Constitution and By-Laws of the AXP, do so honestly and in good faith, and will steadily adhere to and sustain its principles, and will in good spirit and word faithfully carry out its objectives.