



**Constitution and By-Laws
of the
Association of Ex-Pupils®**

Revised July 6, 2024

OFFICERS

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

STANDING COMMITTEE CHAIRPERSON

Museum Chairperson	Appointed by President
Membership Secretary	Appointed by President

EXECUTIVE COMMITTEE

Three At Large Members appointed by the 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®. The AXP® is an Ohio nonprofit corporation registered under the United States Internal Revenue Service as a 501(c)(3) organization with an Employer Identification Number of 31-6056680.

The following official identifiers for the organization: 'Association of Ex Pupils®', 'AXP®', 'osso-ovch axp®' and the 'AXP® logo', are registered with the federal government and protected by provisions of the US Patent and Trademark Office (USPTO). As such these designations, or ones that may be confused as these, are protected by provisions of the USPTO and cannot be used by any person or persons without the expressed written consent of the AXP® Board. Violators shall be subject to the full extent of the federal law.

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 AXP®, 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: 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 2: 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 3: To accomplish the principles set forth in Article II, all Ex-Pupils, their spouses and/or descendants, desiring to share in these worthwhile objectives, shall pay annual dues per 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: There shall be six (6) classifications of membership in the AXP®.

- a. Active Member: Any Ex-Pupil of the Home who is willing to comply with the Constitution and By-Laws of the OSSO-OVCH AXP®, and upon payment of the annual dues, shall be considered an Active Member of the AXP® and shall be entitled to all the privileges thereof, including making motions, voting, holding elected office, and receiving correspondence from the Association.
- b. Inactive Member: Any Ex-Pupil of the Home who has not paid annual dues to the AXP® shall be considered an Inactive Member of the AXP® and shall not be entitled to the privileges thereof, including making motions, voting, holding elected office, and receiving correspondence from the Association.
- c. Associate Member: A spouse and/or descendant (age 18 and above) of an Ex-Pupil or retired or former employee in good standing shall be, upon payment of the annual dues, designated an Associate Member. They will be entitled to full AXP® membership privileges including making motions, voting, holding elected office, **with the exception of President** and receiving correspondence from the Association.
- d. Junior Associate Member: All family of Ex-Pupils and Associate Members who are under 18 years old shall be entitled to membership without paying annual dues. They cannot make motions, vote or hold elected office.
- e. Community Members: Individuals, aged 18 and above in good standing, who demonstrate a desire to help fulfill the principles and objectives of the AXP® may apply for membership. A membership application must be completed and approved by the AXP® Board. Upon approval and payment of the annual dues, Community Members shall be entitled to all privileges thereof with the exception of holding the position of President. They also will be allowed to serve on the Board in an appointed position.
- f. Honorary Members: This membership is granted to individuals who are proven to be people of outstanding character, dedicated leaders, and champions of the spirit of the legacy of the OSSO-OVCH AXP®. Nominees for Honorary memberships shall be evaluated by the Board then, if they meet the criteria herein, are granted this membership by the AXP® Board. This is a position of honor and respect and must be treated as such **by the designee** by maintaining the highest level of decorum and dignity **or this membership designation shall be revoked by the Board**. With the exception of the office of the President, they shall be entitled to all other privileges of an Associate Member but shall not be responsible to pay membership dues unless they choose to run for an elected position. They must participate in an AXP® activity no less than once every two years unless there are extenuating circumstances, or this privilege shall be revoked.

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 the AXP® Fiscal Year (August 1st to July 31st) following said action.

Section 3: A Directory of Ex-Pupils (names, addresses, phone numbers, etc.) shall be distributed to Active Members at no cost. This document will not be available to Inactive Members. 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. This badge is required for participation in meals, 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 OSSO-OVCH 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 or Associate Member of the AXP® in attendance at the annual Reunion is eligible to serve in any office if present at the time of election, or if they have indicated in writing to the AXP® Board their desire to serve.

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Section 3: The President, First Vice-President, Second Vice-President, Recording Secretary, and Chaplain shall be nominated and elected for two 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: At the first regular meeting of the AXP® Reunion, the Second VP shall present the list of candidates. After the Second VP has presented the list of candidates, the President shall call for nominations from the floor. Any nominees from the floor shall verbally complete the nominee questionnaire immediately after being nominated. The nominations will then be closed for the first regular meeting and the President shall declare that the official voting body will be the AXP® members present at the second regular meeting.

Section 2: Election of officers shall take place during the second regular 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 be given to Active, Associate, Honorary, and Community Members only.

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 elected the candidates receiving the largest number of votes.

ARTICLE VII: DUTIES OF ELECTED OFFICERS PRESIDENT

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

Section 2: The President shall appoint a staff which shall serve only for the 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, on behalf of the OSSO-OVCH AXP® and with the concurrence of their Board, renew the lease (with appropriate authorities) for the AXP® Museum and surrounding grounds, at 650 Elliott Drive, Xenia, Ohio, and shall ensure the AXP® complies with the requirements of the lease.

Section 6: The President shall, on behalf of the OSSO-OVCH AXP® and with the concurrence of their Board, renew (with appropriate authorities) the Chapel Facility Use Agreement for Collier Chapel, and shall ensure the AXP® complies with the requirements of the agreement.

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.

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 and shall coordinate all facets of the Reunion.

Section 4: The First Vice President shall be the Co-Chair of the Memorial Day services with the Chaplain.

SECOND VICE-PRESIDENT

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

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

Section 3: The Second Vice-President shall be the 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 or the Financial Secretary is the recipient of funds distributed by voucher, the voucher must be signed by another elected Board member.

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 accounts of the OSSO-OVCH 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 one set of books maintained by the Treasurer/Financial Secretary shall be audited twice a year, in January and not later than the first day of Reunion. The January report will be included in the Spring Newsletter.

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 OSSO-OVCH AXP® monies. Bonding to be furnished from August 1st to July 31st in a reasonable amount paid for by the AXP®.

Section 7: The Treasurer shall have the OSSO-OVCH AXP® account checkbooks in his/her possession at each meeting of the AXP® or the AXP® Board.

FINANCIAL SECRETARY

Section 1: The Financial Secretary shall keep accurate account of all receipts and disbursements of the AXP®. The one set of books maintained by the Treasurer/Financial Secretary shall be audited twice a year, in January and not later than the first day of Reunion. The January report will be included in the Spring Newsletter.

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. In accordance with the State of Ohio law, the Financial Secretary must be a resident of Ohio.

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

RECORDING SECRETARY

Section 1: The Recording Secretary shall prepare minutes of all OSSO-OVCH AXP® Board and General Membership meetings. He/she shall perform the duties assigned by the AXP® Board and/or the President.

Section 2: The Recording Secretary shall maintain all OSSO-OVCH AXP® minutes and all general OSSO-OVCH AXP® correspondence and keep a copy of such minutes in the AXP® Museum. He/she shall have in his/ her possession at each meeting a copy of the minutes of the last monthly AXP® Board 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 Memorial Service at Reunion for deceased members in the current fiscal year.

Section 2: The Chaplain shall, to the best of his/her ability, maintain an accurate list of deceased members.

Section 3: The Chaplain shall be the Co-Chair of the Memorial Day services with the First Vice-President.

ARTICLE VIII. DIRECTED DISMISSAL OF MEMBERS OF THE BOARD

Section 1: There may be cases in which it is necessary to seriously consider dismissing members of the Board. In cases where the majority of the AXP® Board believes that the actions of an elected or appointed Board member do not meet the spirit and expectations of a representative of the AXP® membership and/or violates Robert's Rules of Order for decorum and etiquette, that member may be dismissed with or without cause. Examples of such actions include but are not limited to: a) failure to meet the obligations of the position appointed or voted into; b) actions that incite unnecessary disruption and conflict among Board members; c) illegal and/or unethical behavior; d) actions that bring embarrassment and discredit to the AXP®.

Section 2: The procedure for such dismissal follows:

- a. For President Appointed Board members. Actions by an appointed Board member prompting concern(s) are brought to the attention of the President (unless those concerns were observed by the President). After evaluating the situation based purely on the facts and speaking to the accused, the President shall bring the issue to the Board in closed session where the President shall explain his/her intentions to dismiss or not dismiss the accused. If the President's decision is to dismiss, he or she shall then offer the accused member the option to resign versus being dismissed. If the accused member accepts the resignation option, the President shall accept it and the resignation shall be effective immediately. If the accused member refuses to accept the resignation option, the President is authorized to dismiss the individual immediately.
- b. For elected members. Actions by an elected Board member that prompts concern are brought to the attention of the President (unless those concerns were observed by the President) or the First Vice President if the accused is the President. After evaluating the situation based purely on the facts and speaking to the accused, in a closed session and by simple majority vote, the President shall be authorized to issue a warning to the accused that if the actions prompting this procedure continue, the AXP® Board shall be authorized to dismiss the accused member immediately without any further deliberations.
- c. In either case, when a dismissal or resignation is decreed, all items, documents, recordings, keys, business cards, debit cards, etc. shall be turned over to the President or designated representative

immediately. Additionally, the individual shall not, in any way, represent themselves as an AXP® Board member.

ARTICLE IX: AXP® MEETINGS

Section 1: The Reunion of the OSSO-OVCH 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. Reports from Elected Officials
5. Reports of standing committees
6. Reports of special committees
7. Unfinished business
8. New business
9. First review of any proposed amendments to the Constitution and By-Laws
10. Appointment of Resolution/Recommendations Committee for enhancement of the AXP®
11. Report from 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. President's Annual Report
5. Final review of any proposed Amendments to the Constitution and By-Laws
6. Vote on the proposed amendments
7. Election of officers
8. Suggestions for the good of the AXP®
9. Election Results
10. 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.

ARTICLE X: DUTIES OF STANDING COMMITTEE CHAIRPERSONS MUSEUM CHAIRPERSON

Section 1: The Museum Chairperson shall be appointed by the AXP® President. This person shall be responsible to protect the contents of the museum to the best of his/her abilities.

Section 2: The duties of the Museum Chairperson are:

1. Accepting accept donations of items and placing them on display

2. The President shall appoint a person who will be responsible for the use of our Past Perfect software and oversight of the collection and inventory management system. This person will report to the Museum Chairperson.
3. Cleaning and light maintenance inside and outside of the Museum
4. Maintaining a weekly schedule of open hours for the museum, as well as for tours, special functions and during Reunion.
5. Overseeing volunteers performing periodic museum maintenance including but not limited to painting and artifact rotation.
6. Ensuring that the Athletes in Action staff conducts appropriate lawn care including but not limited to weeding, mulching, mowing, leaf removal, and snow removal (sidewalks) in accordance with the latest lease agreement.
7. Preparing an annual budget that outlines maintenance and repair projects to be completed.

Section 3: All duties of the Museum Chairperson will be on a volunteer basis. The Museum Chairperson participates in meetings of the AXP® Board, AXP® General Membership and all matters related to the Museum building and its contents.

Section 4. Museum maintenance and construction projects. Per the provisions of the AXP® museum lease agreement, all responsibility for the upkeep of the Museum lies with the AXP®. To ensure that the AXP® receives fair, reasonable, and responsible work on the museum, the following are the procedures for accomplishing necessary work.

1. For emergency work. The individual who notices what, in their judgement, is an emergency shall contact the Museum Chair immediately. If the Museum Chair is unavailable, the person should contact the President and Treasurer to obtain authorization to act on the emergency. In all cases, prudent judgement should be exercised so as not to over obligate the AXP®.
2. For planned construction and maintenance work. The Museum Chair shall provide recommendations for minor, major and new construction/repair in consultation, if possible, with volunteer AXP® members with building construction experience. These recommendations will form the basis for bid packages and should not be seen as a guarantee for the selection of the volunteer consultant(s) for the work. It also does not preclude the volunteer from bidding on the work.
3. Once authorized by the Board, the Museum Chair or the Board's designee will seek bids for the work. All efforts shall be made to obtain at least two bids. The bids will be evaluated by the Museum Chair and/or designees for lowest, responsible bid. It is important to note that the lowest bid is not always the responsibility bid. At no time should routine construction and maintenance work be committed to without the expressed consent of the Board. The bid evaluations shall be brought to the Board in a timely manner so they can be voted on and planned for execution with the full awareness of the Board in a timely manner.
4. There shall be a five percent retention for all work over \$1000.00. Retention shall be released to the contractor upon completion of all work including punch list items. Any work planned that will take place outside of the museum's structure, and/or that requires area utility outages or that requires heavy equipment to enter the Home's campus, shall be coordinated with Athletes In Action (ASIA) at the beginning of each fiscal year. Before construction begins the AIA shall be

contacted not less than 24 hours before construction start or in accordance with the AIA policies and procedures.

Section 5: Any and all items, be they documents, artifacts, photographs, equipment and/or software purchased by and/or donated to the AXP®, in either perpetuity or temporarily, shall be considered the property of and controlled by the AXP® Board and managed by the Museum Chairperson. Removal of any of the aforementioned items, either temporally or permanently, shall not be allowed without the approval of the AXP® Board. No individual or group of individuals can assume any level of ownership of said items without the expressed written consent of the AXP® Board unless such provision(s) is designated by the donor in writing. Any violation of this policy shall be considered a theft from the AXP® and this action(s) shall be addressed by law enforcement.

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 duties of the Membership Secretary are:

1. Maintaining permanent membership records of all Ex-Pupils and Associates
2. Issuing an official membership badge at Reunion to all paid members
3. Editing and mailing of the AXP® Directory yearly

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

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

ARTICLE XI: 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 XII: AXP® BOARD

Section 1: The AXP® Board is comprised of Elected Officers, Standing Committee Chairpersons, and the Executive Committee. If a webmaster is appointed by the President, that person shall be a part of the AXP® Board as well.

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: 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 4: 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 5: 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 6: All members of the AXP® Board are eligible for reimbursement of expenses approved by the AXP® Board.

Section 7: 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 8: During the course of any and all events, all By-Laws and /or rules pertaining to the Athletes in Action/Legacy Christian Academy campus will be respected, honored and maintained. Any person(s) who violates these By-Laws or rules, and/or whose conduct is unbecoming of a reasonable person, and/or becomes verbally abusive, and/or threatens any person or person(s) 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 grounds.

ARTICLE XIII: COMMITTEES

Section 1: AUDITING COMMITTEE

The audit committee shall have the responsibility of conducting one audit per year. This annual audit shall be conducted at the end of each fiscal year and presented to the Board for approval in anticipation of a presentation to the General AXP® Membership meeting during each Reunion. The Chairperson, an AXP® member in good standing, will be appointed by the President for a two-year term. This person shall have knowledge of the best practices of accounting, bookkeeping and preferable, but not mandatory, a working knowledge of the financial management of the AXP®. The Chairperson shall nominate two AXP® members each year and be approved by the AXP® Board.

Section 2: LOYALTY COMMITTEE

Section 2: 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.

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.

Section 3: NOMINATING COMMITTEE

Section 1: The President shall select a Nominating Committee that will be led by the Second Vice-President, no later than 70 days prior to the first regular meeting of the AXP® annual Reunion. This Committee will seek candidates from the dues paying membership for positions that are to be voted on during the Reunion of that year. No person seeking an elected office will be allowed on the Nominating Committee with, exception of the Second VP. However, the Second VP shall only oversee the Committee and not participate in the voting process. Candidates for office shall provide the Second VP with a completed brief form that includes their name, class or status, a brief summary of their qualifications and the basis for their interest. The Second VP will compile all of the candidates' information and provide it to all dues paying members prior to the first regular meeting at the annual Reunion. The Nominating Committee shall distribute, collect, and count the ballots during the AXP® Reunion. Ballots shall only be given to Active, Associate, Honorary and Community Members.

ARTICLE XIV: FUNDS

All expenditures of the AXP® must be approved by the AXP® Board.

ARTICLE XV: FISCAL YEAR

The fiscal year (tax period) of the AXP® shall be August 1st to 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 OSSO-OVCH 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.