

07/28/22

**CONSTITUTION AND BY - LAWS**

**FAIRMONT HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION**

**PREPARED FOR RATIFICATION**

**BY**

**Constitution / By - Laws Committee**

**Daphne Bell, Chairperson**

**Michael Marshall**

**Mickey McCloud**

**Fred Smith**

**Joan Crowder**

**Myron Gray**

# THE CONSTITUTION

## I. NAME

The name of the organization shall be the Fairmont Heights High School Alumni Association (F.H.H.S.A.A.), hereby referred to as the organization.

## II. PURPOSE

SECTION 1: The purpose of this organization shall be to advance the welfare of Fairmont Heights High School.

- a. To establish, encourage and maintain a mutually beneficial relationship between the school and its alumni,
- b. To keep the alumni informed concerning their alma mater –its problems, needs and progress toward the realization of its goals.
- c. To promote continued educational development through meaningful contributions towards scholarships, awards, and incentives. To assist with the welfare of the school program. To serve and enhance the development of the school, its students, fellow alumni, and friends of the school.

## III. MEMBERSHIP

SECTION 1: Membership in the organization shall be accorded to the following:

- a. Graduates
- b. Former students
- c. Past and present non-graduate faculty and staff of Fairmont Heights High School.
- d. Parents of former students and organizations which wish to contribute or assist. They will be non-voting participants.

SECTION 2: All active and paying members shall have equal voice and privileges of voting.

SECTION 3: All members of the organization shall abide by the by-laws.

#### **IV. OFFICERS**

SECTION 1: The officers of this organization shall be President, First Vice President, Second Vice President, Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Chaplin, Parliamentarian and Historian.

SECTION 2: Terms of office - All officers shall serve a two-year term. Officers may be re-elected.

SECTION 3: Time of Elections - Elections of new officers shall be biennially.

SECTION 4: All officers shall be elected by written or electronic ballots.

SECTION 5: No member shall be eligible for any office who has been delinquent in attendance or dues and who has shown a lack of interest in the organization.

SECTION 6: An officer shall be removed from office after missing three consecutive meetings without a legitimate excuse accepted by the Executive Committee.

SECTION 7: A vacancy in office shall be filled by a majority vote of the Executive Committee.

SECTION 8: The Nominating Committee shall nominate no more than three candidates for each office to be filled. The secretary shall send the list of nominations to the membership at least two months prior to the general meeting of the organization. Nominations may be made from the floor with consent of the nominee. The names of such persons shall be placed on the ballot.

SECTION 9: If only one candidate is named for an office, the election shall be by voice vote. If more than one nomination is made for an office, the secretary shall prepare ballots for use at the election.

SECTION 10: Mail ballots or electronic ballots for the purpose of electing officers shall be received thirty days prior to the general meeting of the organization.

#### **V. AMENDMENTS**

SECTION 1: By-Laws of this organization may be amended, repealed or altered in whole or in part by two thirds of the vote at any regular general organizational meeting, provided notice of the proposed amendments have been given.

**Adopted: July 28, 2022**

# FAIRMONT HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION

## BY - LAWS

### ARTICLE I - MEMBERSHIP

- SECTION 1: Membership in the organization shall be accorded to the following persons
- a. Graduates
  - b. Former students and,
  - c. Past and present faculty and administration,
  - d. Parents of former students and organizations which wish to contribute and or assist. They will be non-voting participants.

SECTION 2: Members may be established through lifetime membership.

SECTION 3: All members shall pay dues annually, except lifetime members. Members shall be considered delinquent or inactive for non-payment of dues. All active and paying members shall have equal voice and privileges of voting.

SECTION 4: All members of the organization shall abide by the by-laws of the organization.

### ARTICLE II - POLICIES

SECTION 1: The organization shall not seek to direct the administrative activities or control the policies of the school (F.H.H.S.).

SECTION 2: The organization shall cooperate with other organizations and agencies active in the cause of promoting the school's program.

### ARTICLE III - MEETINGS

- SECTION 1: There shall be an annual meeting of the full alumni organization.
- SECTION 2: Comments and / or suggested agenda items shall be submitted by active members in writing 10 days prior to the general organization meeting.
- SECTION 3: The annual meeting of the full alumni organization shall be held during the month of June, July, or August.
- SECTION 4: The Executive Committee shall meet monthly. A quorum shall consist of 50% of the Executive Committee Officers to conduct the business of the organization, be it in person or virtual.
- SECTION 5: Elections shall be held bi-annually during the annual meeting of the full general body.
- SECTION 6: A quorum shall consist of one-third of the Executive Committee in attendance (in person or virtual) to conduct the business of the organization at the monthly general meeting and the annual meeting.
- SECTION 7: A quorum shall consist of the majority of the membership in attendance in order to vote.

## ARTICLE IV - DUTIES OF OFFICERS

SECTION 1: The duties of the officers shall be as follows:

- a. President shall
  - (1) preside at all meetings,
  - (2) appoint chairpersons and co-chairpersons of committees,
  - (3) serve as ex-officio to other committees of the organization,
  - (4) provide reports annually to the general body,
  - (5) preside at all Executive Committee meetings.
- b. First Vice President shall
  - (1) serve in the absence of the president,
  - (2) serve on and hold positions on other committees.
- c. Second Vice President shall
  - (1) serve in the absence of the president and first vice president,
  - (2) serve on other committees and hold positions on other committees.
- d. Secretary shall
  - (1) record minutes of all meetings and maintain the minutes in an orderly fashion,
  - (2) perform such other duties as may be delegated by the President.
- e. Corresponding Secretary shall
  - (1) handle all correspondence of the organization,
  - (2) send out notices of the meetings and other information

- f. Financial Secretary shall
  - (1) assist the treasurer
  - (2) keep full financial reports, accurate account of all receipts, expenditures and collect all monies and give a financial report to the treasurer.
  
- g. Treasurer shall
  - (1) have custody of all the funds of the organization
  - (2) keep an accurate account of receipts and expenditures,
  - (3) make disbursements approved by the Executive Committee,
  - (4) make reports at designated times and annual report at the general meeting,
  - (5) be bonded.
  
- h. Chaplain shall conduct devotion portion of the meetings.
  
- I. Parliamentarian shall
  - (1) advise the president regarding the parliamentary procedures for all meetings,
  - (2) be knowledgeable of the rules and by-laws governing the organization based on Robert's Rules of Order.
  
- j. Historian shall
  - (1) maintain all historical records of the organization,
  - (2) coordinate a historical committee to obtain and maintain history of the school.

## ARTICLE V - EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall be composed of the all current officers of the Association and chairpersons of standing committees. Members of the Founding Committee shall serve as honorary members of the Executive Committee for a period not to exceed five years.

- a. The duties of the Executive Committee shall be to:
  - (1) transact necessary business of the organization between meetings of the general body and shall make recommendations;
  - (2) have no power to reverse or rescind any action taken by the organization;
  - (3) meet monthly or by call meeting of the chairperson;
  - (4) fill elected offices when a vacancy occurs between biennial elections by appointment, except that of President.
- b. The immediate past president shall serve as a member of the Executive Committee.
- c. A majority of the Executive Committee shall constitute a quorum for transaction of all organizational business.



## ARTICLE VI - COMMITTEES

SECTION 1: All actions of the committees MUST be approved by the Executive Committee. The standing committees of the organization shall be:

- a. Nominating / Elections
- b. Constitution / By-Laws
- c. Audit
- d. Historical
- e. Membership
- f. Ways and Means
- g. Founding Committee
- h. Legacy Committee
- I. Scholarship Committee
- J. Memorial Service Committee

SECTION 2: The President with the approval of the Executive Committee shall appoint such additional committees as needed.

SECTION 3: Nominating Committee - There shall be a nominating committee.

- a. The committee shall consist of five members from the general body, appointed by the President two months prior to the year of election.
- b. The committee shall invite suggestions for nominations from members.
- c. The committee shall obtain the consent of nominee.
- d. The committee shall present to the secretary a list of nominations of candidates for circulation to the membership at the general meeting.

SECTION 4: Constitution / By-Laws Committee - This Committee shall review by-laws, recommend amendments and additions to the body for ratification.

SECTION 5: Audit Committee

- a. There shall be an audit committee to review financial records semi-annually and as deemed necessary by the organization.
- b. A certified public accountant shall be retained to assist the Audit Committee.

SECTION 6: Historical Committee - This committee shall research and obtain historical records of the school and organization.

SECTION 7: Membership Committee

- a. This committee shall maintain a roster of active members.
- b. This committee shall be responsible for insuring that each class has a representative to act as liaison to the Executive Committee.
- c. This committee distributes membership cards.

SECTION 8: Ways and Means Committee shall plan activities for fund raising.

SECTION 9: Founding Committee

- a. This committee shall serve as honorary members of the Executive Committee.
- b. Members of this committee may serve as members of standing committees.

SECTION 10: Legacy Committee - Shall ensure continuance of the legacy of Fairmont Heights High School as an institution of honor and educational excellence.

- a. Establish a working relationship with the Board of Education, PGCPs Administrators, Fairmont Heights High School Administrators and staff.
- b. Work for continued support for Fairmont Heights High School from all stakeholders.
- c. Establish a relationship with the business community and other based organizations.

- d. Work to continue improvement of school environment.
- e. Establish necessary subcommittees based on needs of the Fairmont Heights High School.

SECTION 11: Scholarship

- a. Updating Website (Providing information about scholarships)
- b. Provide Information before end of calendar year (flyer, essays, criteria, dates, etc.)
- c. Select Candidates
- d. Verify the distribution of funds

SECTION 12: Memorial Service

- a. Responsible for the planning and implementation of Services.
- b. Identify and coordinate event.

**ARTICLE VII - DUES**

SECTION 1: Dues of this alumni organization shall be collected annually per participating member.

SECTION 2: Dues shall be paid annually on your anniversary date.

SECTION 3: Lifetime membership shall be established for a fee of \$200.00 payable by no more than two installments within a calendar year.

SECTION 4: Membership dues can be revisited within a two year window to determine if an increase or decrease is warranted.

## **ARTICLE VIII - FINANCIAL MATTERS**

- SECTION 1: There shall be two persons to sign checks inclusive of the treasurer, financial secretary and president. This should not include family members or significant others.
- SECTION 2: The treasurer shall be bonded.
- SECTION 3: A budget shall be established annually.
- SECTION 4: A budget committee shall be appointed by the president.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

- SECTION 1: The organization shall be governed by Roberts Rules of Order, revised edition, in all cases which are applicable and are not inconsistent with the by-laws of the organization.

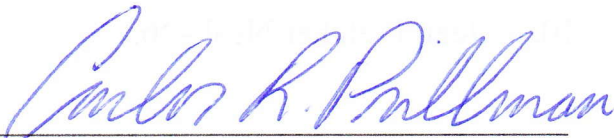
## **ARTICLE X - AMENDMENTS**

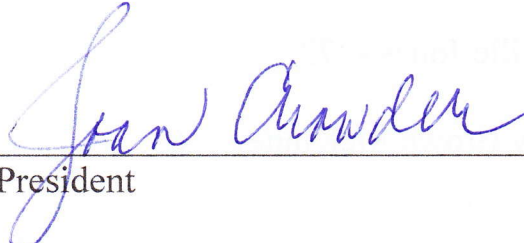
- SECTION 1: These By-Laws may be amended, repealed or altered in whole or in part by two thirds vote at any regular general organization meeting, provided notice of the proposed amendments have been given.

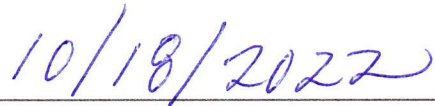
FAIRMONT HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION

Certification of Ratification of the Constitution  
and  
By-Laws of the Fairmont Heights High School Alumni Association  
by a  
Constituent Organization

We hereby certify that the Fairmont Heights High School Alumni Association has officially ratified the Constitution and By-Laws of the Fairmont Heights High School Alumni Association at a meeting of this organization on July 28, 2022.

  
Secretary

  
President

  
Date

A COPY OF THE CONSTITUTION OF THE CLUB OR ASSOCIATION SHOULD ACCOMPANY THIS FORM TOGETHER WITH THE NAME, ADDRESS, AND YEAR OF AT LEAST TEN (10) ALUMNI WHO ARE ORGANIZING MEMBERS OF THE ORGANIZATION.

1. Janice Carter Wilkins - '62
2. Theresa Tabron Jennings - '60
3. Lavata W. Wood - '58
4. Elizabeth Gordon - '52
5. Garnelle Dent - '65
6. Jeraldene Marshall Shorter - '62
7. Ann Moore - Faculty
8. David Minor - '65
9. Camille Jones - '72
10. Jean Fletcher Neal - '63
11. Mary Brown McKinney - '63