

Coleman High School Alumni Association Bylaws

Adopted May 22, 2010

Article 1: Name and Purpose

Section A: Name. This organization shall be known as the Coleman High School Alumni Association, hereafter known as the "Association".

Section B: Purpose. The purpose of the Association shall be to promote the spirit of alumni unity and camaraderie through communications and reunions, to locate alumni, and to acquire and maintain funds for graduating senior scholarships.

Article 2: Membership

Section A: Eligibility. Any individual who attended (whether graduated or not) the high school or who taught at the high school is eligible to become a member of the Association. Former teachers would be exempt from paying dues but would need to submit a membership application.

Section B: Membership. Eligible individuals become members of the Association by submitting an application for membership accompanied by the annual dues payment of **\$5.00**. The term of annual membership shall run from January 1st through December 31st of each year, the Association's fiscal year. Dues will not be prorated.

Section C: Termination. Membership in the Association will terminate upon failure to pay annual dues.

Article 3: Elected Officers

Election of Officer's will be held every two years, in October and will take office the following January 1st. The following list of officers will be elected, nomination of officer's will be made by a nominating committee but there maybe nominations by the members of the association at the annual membership meeting.

Section A: Officers. The elected officers of the Association shall be the President, Vice President, Treasurer, Secretary, three Trustees and Class Representatives.

Section B: Elections. The officers shall be elected by a majority vote of the members returning election ballots for contested positions. An individual is limited to serving two consecutive terms in any office unless there is no contest for the same position.

Section C: Term of Office. The term of office for each officer shall be two years. The term of office shall begin on the first day of January and run through the last day of December two years later. Each officer may be re-elected for one additional term and there by serve for a total of 4 years if re-elected.

Section D: The President. Except for the initial election, the President will be the previous year's Vice-President if that person is willing and able to serve. Otherwise, the members of the Association will elect the President. The President will preside over all meetings of the Alumni Council.

Section E: The Vice President. The Vice President will succeed to the office of President if willing and able to serve. The Vice President will act for the President in his/her absence and will chair mutually agreed upon initiatives in consultation with the President. The Vice President will chair the Planning and Bylaws Committee.

Section F: Secretary. The Secretary will serve for a term of two years and may be re-elected for one additional term. The Secretary will attend all meetings of the Alumni Council and will record, keep, and mail or email to the members of the Alumni Council all minutes of such meetings. The Secretary will chair the Nominating Committee and will prepare the ballot and direct the publishing of the ballot for each Association election on behalf of the Nominating Committee by September 15th of each election year.

Section G: Trustees: Three trustees shall be elected to perform audits of the treasurer and secretary's books annually. It shall be their duties to audit the books and make a report to the Alumni Council at the first meeting of each year. The trustees will be elected to serve a term of 4 years.

Section H: Class Representative will be responsible for notifying members of their respective classes on all functions and actions of the Association. Notify members of their class information concerning the annual Coleman High School Reunions. Class representative will be elected by members of the class which they will represent on the council.

Section I: Council member: Will consist of the elected officer's of the Association and an elected representative of each graduating class. (which may change yearly).

Section J. Officer's Duties

The **President** shall be the Chief Operating Officer of the Association shall make all decisions concerning the Association's day-to-day operations and shall direct the activities of the Vice President, the Treasurer, the Secretary and various committee chairs.

The **Vice President** shall assist the President, perform the duties of the President if the President is incapacitated and oversee the activities of the Association.

The **Treasurer** shall be responsible for the financial operations of the Association, keep accurate records and report the financial status of the Association when called upon to do so.

The **Secretary** shall be custodian of the Association's business records

including the Committee annual reports and documents produced by the Association officers and the Alumni Advisory Board.

The **Trustees** shall audit the books of the Secretary and Treasurer annually and make a report to the Alumni Council. If the trustees feel there are sufficient discrepancies in the books they may suggest to the Council that an outside audit of the financial records be performed.

Class Representatives shall maintain communications between the council and the classmates of his/her class. To notify classmates of each reunion, to maintain a list of current classmates and their current addresses and to encourage the search for "lost" alumni.

Section I: Resignation. Any officer may resign by tendering a letter of resignation to the Chairman of the Alumni Advisory Board.

Section J: Removal from Office. Any officer who fails to perform the duties of the office to which the individual has been elected may be removed from the office by a two-thirds vote of the Alumni Council.

Section K: Vacancies. If the President resigns or is removed from office, the Vice President will assume the Presidency for the balance of the existing term. If the Vice President, Treasurer or the Secretary resigns or are removed from office, the President will nominate to the Alumni Council an individual to fill the vacant office for the balance of the existing term, and this individual will be seated in office upon a majority vote of the Alumni Council.

Article 4: Committees

Section A: Standing Committees. The Association will have the following permanent standing committees chairmen: Locator, Membership (Registry), Reunions, Scholarship, Fundraising, and Bylaws. The Alumni Council may establish Special Committees as deemed necessary. .

Section B: Locator. The Locator Committee shall be responsible for searching for Representatives for classes which have no representation, for liaison between all Class Representatives and the Alumni Council, for contacting each Class Representative at least twice a year to encourage the search for "lost" alumni, for updating the database directory with Class Representatives' names and addresses, and for updating the E-mail Directory

Section C: Reunions. The Reunion Chairman will set a time for a meeting to plan for the annual reunion. The Association will host an all-year reunion to which all Classes will be invited. Attendance at reunions is open to all members of the alumni their families and significant other and all ex-students of Coleman High School.

Section D: Scholarship. The Association will, when funds are available, award a scholarship (or scholarships) to two graduating Coleman High School student to apply towards their college costs. Recipients will be chosen by a standard set forth by the Scholarship committee.

Section E: Fundraising. The Association will, from time to time, conduct fundraising events in order to have ample funds available for reunion events and scholarships to offer current CHS students, etc.

Section F: Planning and Bylaws. In the event that the business and/or bylaws of the Association need to be redirected or changed, the Planning and Bylaw committee will recommend and draft the changes to be approved by the Alumni Council.

Article 5: Fiscal Policy

Section A: Fiscal year. The fiscal year of the Association shall be from January 1st through December 31st.

Section B: Dues. The Association shall collect dues of \$5.00 from each eligible individual as a requirement for membership. This amount will remain in effect until the council votes to change it.

Section C: Meetings. The Association shall hold meetings twice each year one in January the second meeting will be at the discretion of the President. Special meetings may be called by the President of the Association if in his/her opinion feels it is for the welfare of the Association. The Association President may call a special meeting when requested to do so in writing, signed by 5 of the Association Council members. The Association Secretary will notify all members of the Council of the time and place of any special meetings and of the business to be transacted; such notice will be postmarked at least 7 days prior to such meeting.

Section D: Allocation. All dues will be deposited in a general fund account and may be used to pay any or all expenses incurred by the Association.

Section E: Compensation. Officers, Committee Members and Class Representatives shall receive no compensation for their services. Compensation for expenses will be made only if approved by the council members.

Section F: Control. The Treasurer shall sign all checks, drafts, loans or other orders for payment of money, notes, and other evidence of indebtedness issued in the name of the Association. Two persons shall sign checks or vouchers: the Treasurer and one other person designated by the Council.

Section G: Contracts. The Alumni Council may authorize any officer or officers, of the Association, in addition to the officers so authorized by the bylaws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or may be confined to specific instances.

Section H: Status. The Association will file for tax-exempt status and follow all of the guidelines outlined in Section 501(c) (3) the Internal Revenue Code. All contributions aside from yearly membership dues will be deductible under Section 170(c) (2) of the Internal Revenue Code.

Section I: Carryover of Funds. A minimum of \$1000 will be maintained in the treasury of the Association at the end of the fiscal year. This is intended primarily for the purpose of having sufficient funds to support the start of the next season.

Section J: Gifts. The Alumni Council may accept on behalf of the Association any contributions, gifts bequests or device for the Association.

Section K. Deposits: All funds of the Association shall be deposited within 10 days of receipt to the credit of the Coleman High School Alumni Association in the Coleman County State Bank. No more than two (three)? accounts will be allowed, the Alumni Association and the Coleman High School Scholarship and Reunion Account.

Section L: Volunteering. There are no minimum requirements of volunteer hours for members of the Association.

Section M: Annual Budget. A budget and annual plan will be presented for approval at the first council meeting in January for the fiscal year.

Article 6: Elections

Section A: Timing. The Association will hold elections every other year for the Association Officers, Trustees and Council members. Only current members of the Association are eligible to stand for election.

Section B: Management. The elections will be planned and executed by a Nominating and Elections Committee, to be appointed by the Council. Operating procedures for the Election Committee will be developed by the Elections Committee and approved by the Alumni Council.

Article 7: Reports

Section A: Requirements. The President will produce a Program Budget Plan and a Financial Review Report each year. The Alumni Council will document their activities in an annual report due in January at the first meeting of the new council.

Section B: Program Budget Plan. The President will provide a Program Budget Plan to the Alumni Council by December 1st of each year. The plan will include a projected income and expense statement for the year, as well as narrative comments on the expected level of revenue, each activity to be undertaken and its associated projected cost. The Council will have 45 days from the date of the President's submission to review and approve the plan.

Section C: Financial Review Report. Within thirty days of the end of each fiscal year, the Treasurer shall prepare financial statements, which shall include as a minimum a Balance Sheet, Income and Expense Statement, Notes, and Budget Comparison. The elected Trustees shall review these statements and supporting records, and if they deems necessary, reviewed or audited by an independent public accountant. The Trustees will also recommend the level of dues for the succeeding fiscal year to meet the expenses of the Alumni Association. The Alumni Council will review this submission, approve or reject any recommended dues

changes and provide to the President any proposals for strengthening the fiscal operations of the Association. The President will forward the Trustee's Financial Review, along with these materials, to the Alumni Council within 90 days of the end of the fiscal year. The Alumni Council shall review and approve the Financial Report. If the financial statements have not been audited or reviewed by an independent public accountant, the Council may direct that such an audit or review be performed if they deem it necessary. Upon approval by the Council, the Trustee's Financial Review Report shall be provided to the Association members either in the newsletter or by other appropriate means.

Section D: Book and Record. The association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its council, and committees

Article 8: General Provision

Section A: Contracts. The President shall propose and the Alumni Council shall approve a policy detailing which Officer(s), or agent(s) shall be authorized to enter into any contract or execute any instrument in the name of the Association. All contracts shall require the signature of at least one Association Officer and the President of the Alumni Council.

Section B: Indemnification. In discharging their duties, the Council members, Officers, and various Committee Members of the Association shall be indemnified by the Association for judgments and fines (whether civil, criminal, administrative or investigative) for any of the above enumerated matters, as well as reasonable expenses for each, including attorney's fees actually and necessarily incurred as a result of such action or proceeding, if such Officer, Council member or Committee Member acted in good faith, for a purpose which he or she reasonably believed to be in the best interests of the Association, but had no reasonable cause to believe that his or her conduct was unlawful.

Section C: Gifts. The Alumni Council may accept on behalf of the Association any contribution, gift, bequest or devise for the general purpose of or for any special purpose of the Association.

Section D: Loyalties. The Association shall be noncommercial, nonsectarian and nonpartisan.

Section E: Endorsements. The name of the Association or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the Association.

Section F: Participation. The Association shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section G: Memberships. The Association shall not enter into membership with other organizations except such international or national organizations as may be approved by the Alumni Council.

Section H: Activities. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by an organization from Federal income tax under Section 501(c)(3) the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

Article 9: Existence

Section A: Implementation. These Bylaws will be implemented on January 1st of the year following their approval. These by-laws shall be approved by a majority vote of the members returning ballots.

Section B: Amendment. The Alumni Council shall set the policy for amending these By-laws and shall prepare amendments to be presented to the general membership for ratification at the annual meeting. These By-laws may be amended or repealed by a majority vote of the members at the annual meeting.

Article 10: Dissolution

Section A: Approval. The Alumni Council must approve a motion to dissolve the Association by a three-fourths majority vote and then send the approved motion to the membership for ratification. Dissolution will be approved if three-fourths of the members returning ballots vote in favor of the motion.

Section B: Implementation. Once dissolution has been approved, all liabilities and obligations of the Association will be discharged or adequate provision to discharge them will be made. Any remaining assets will be distributed to any Association or Associations that the Alumni Council determines to be consistent with the Association's purpose as set for the in Article 1 above and with applicable provisions of law.

Amendment to Coleman High School Alumni Association Bylaws

Adopted June 18, 2011

I. Reference:

Article 4: Committees, Section D: Scholarship.

This amendment provides:

- A. Subject to availability of funds, the Coleman High School Alumni Association plans to award, each year, two Scholarships to graduating seniors, one to a boy and one to a girl, said Scholarships to be in the amount of \$2,000 each, unless the Association Officers approve a differing amount. One half of the awarded Scholarships shall be paid upon receipt of evidence by the Association Treasurer that the selectee(s) have in fact been accepted and enrolled as a full time student (minimum of 12 semester hours) in an accredited College or University to pursue a degree, subject to payment of tuition/fees. The remaining one half of the Scholarships awarded will be paid upon successful completion of the first semester by the recipient(s), and subsequent enrollment for the second semester. Failure, for any reason, to successfully complete the first semester, and successfully enroll for the next semester, will result in forfeiture of the remaining portion of the Scholarship(s). The unused portion of the Scholarship(s) shall be returned to the Association Scholarship Funds.
- B. The Chairperson of the Scholarship Committee will be appointed by the Association. Officers for a term of three years. The Chairperson shall chair the Scholarship Selection Committee each year on behalf of the Alumni Association. Duties will include, but not necessarily be limited to, coordinating with Coleman High School Officials as may pertain to all activities associated with:
1. Soliciting applications for Scholarships.
 2. Receipt of applications for Scholarships.
 3. Arranging for members of the Alumni Association to serve as members of the Evaluation/Selection Committee.
 4. Evaluation of applications.
 5. Selection of applicants (and alternates) to receive award of scholarships.
 6. Awarding the Scholarships.
 7. Providing the Association Treasurer necessary data to facilitate disbursement of Scholarship Funds.
- C. The Selection Committee shall consist of the Chairperson and four other members (a total of five). To provide a continuing source of persons experienced in performing duties associated with the Association Scholarship initiative, it is preferred that at least three of the members of the Selection Committee be members of the class celebrating their 50th Anniversary. If for any reason, it is not possible or feasible to do so; the Scholarship Chairman will select capable Association Members from other classes to perform the duties of the Selection Committee.
- D. The Chairperson shall, prior to completion of his/her term of service, recommend to the Association Officers a minimum of three persons, with rational therefore, to become the next Chairperson of the Scholarship Committee.
- E. Unless otherwise provided for by a vote of the majority of the Association Officers, the Scholarship Selection Committee shall utilize the attached weighted Selection Plan, the purpose of which is to ensure equitable consideration of each applicant based upon data submitted, regardless of emotional or other inappropriate factor(s) which an evaluator(s) could succumb to.

- F. Should the Selection Committee become aware of any inaccurate data on an application for Scholarship, whether said inaccuracy is inadvertent or intentional, that applicant shall be disqualified from further consideration for award of Scholarship.
- G. Should a member of the Scholarship Selection Committee become aware that they are related to any applicant, or to any close business associate of the applicant, they shall withdraw from the Selection Committee. The Chairman of the Scholarship Committee shall replace the withdrawn member with another qualified member.