

**ARVIN HIGH SCHOOL ALUMNI ASSOCIATION
BY-LAWS**

Article I – Meetings

General Membership

The Board of Directors may call a general membership meeting at any time.

In no case shall a general membership meeting be called for less than once annually.

The general membership meeting shall serve to give a forum to the general membership to, (1) address the Board of Directors on general matters, (2) raise issues of concern to the general membership, and (3) for the election of the Board of Directors.

The general membership meeting shall be held immediately prior to the annual Board of Director's meeting on the second Wednesday in September, at a time and place chosen at least 30 days in advance by the Board of Directors.

The general membership will be notified, through reasonable means, of the general membership meeting.

Board of Directors

The Board of Directors shall meet at least annually on the second Wednesday in September at a time and place chosen at least 30 days in advance by the Board of Directors. The general membership will be notified, through reasonable means, of the Annual Board of Director's meeting.

Article II – Election of Officers

Officers

The members of the Board of Directors shall elect the officers of the Association. They shall be elected by secret ballot at the annual meeting of the Board of Directors. (Note: the secret ballot requirement can be waived if there is only a single candidate for an office with a voice vote in affirmation or rejection of the candidate).

Article III – Duties of the Officers

President

The President shall have the following duties:

1. Represent the Alumni Association at school and community events;
2. Conduct the meetings for both the Board of Directors and the general membership;
3. Appoint members to count the ballots at the annual meeting;
4. Provide leadership and oversight to the work of the Arvin High School Alumni Association; and
5. Conduct or cause to be conducted an audit of the financial report on a triennial basis unless the Board of Directors requests a more frequent audit schedule.
6. The President shall serve a two-year term.

Vice-President

The Vice-President shall have the following duties:

1. The Vice-President shall serve in the place of the President in his/her absence;
2. The Vice-President shall be the President-elect and shall assume the presidency in the next term; and
3. The Vice-President, or his or her designee(s), shall make arrangements for the annual meeting of the Board of Directors and any other special events associated with homecoming.
4. The Vice-President shall serve a two-year term.

Secretary

The Secretary shall have the following duties:

1. Prepare and distribute agendas after receiving business items from the President of the Board of Directors and the general membership;
2. Record, prepare, and distribute minutes of each meeting;
3. Prepare election materials for the annual meeting of the Board of Directors; and
4. Maintain a file of all correspondence.
5. The term of office for Secretary shall be two years.

Treasurer

The Treasurer shall have the following duties:

1. Be the fiscal agent for the Association;
2. Co-sign all warrants with the President of the Association;
3. Make, or cause to be made, all deposits of money collected for the Association;
4. File, or cause to be filed, all tax forms that are required;
5. Make, or cause to be made, recommendations to the Board of Directors regarding Investments; and
6. Prepare, or cause to be prepared, an annual financial report that shall be presented to the Board of Directors at the annual meeting.
7. The term of office shall be four years.

Vice-President Membership Chair

The Vice-President membership chair shall have the following duties:

1. Annually organize and conduct a membership drive for the Association; and
2. Maintain a record of potential members, active members, and inactive members.
3. The term of office shall be two years.

Vice-President Fund-Raising Chair

The Vice-President fund-raising chair shall have the following duties:

1. Organize and conduct all fund raising activities of the Association; and
2. Closely coordinate all fund raising activities with the treasurer of the Association.
3. The term of office shall be two years.

Historian

The historian shall have the following duties:

1. Collect, maintain, and write about the history of Arvin High School and the Arvin High Alumni Association to be shared with the community from time to time.
2. The term of office shall be two years.

Article IV – Dues

The membership dues of the Association shall be \$25 annually or \$500 for lifetime membership.

A lifetime membership may be in the name of an individual or the name of a corporation.

Donations made to the Arvin High Alumni Association from any source will be regarded as satisfying the annual and/or lifetime membership dues requirement so long as they meet the monetary requirement for such dues (e.g., \$25 annually and \$500 lifetime).

Lifetime membership may be achieved by a, (1) a one-time donation; or (2) through individual or corporate cumulative donations; or (3) by conferral of the Board of Directors, through a majority vote, in special recognition of meritorious service to Arvin High School or the Arvin High School Alumni Association.

Annual members and Lifetime members shall receive other special recognition as determined by the Board of Directors.

At a minimum, their names and membership status shall appear on the perpetual plaques displayed at Arvin High School, any annual report where such information may be listed, and on any webpage/newsletter where such information is listed, whether in hard copy or electronic format.

Article V – Amendments to the Constitution and By-laws

The Constitution and By-laws may be amended by a majority vote of the Board of Directors at any duly called and properly noticed meeting as noted infra.

A meeting shall be regarded as having been duly called and properly noticed upon the giving of thirty days notice through the normal channels utilized by the Secretary to alert the Board of Directors of a meeting.

Article VI – Meeting Agenda

The Agenda shall have, at a minimum, the following items:

1. Call to order;
2. Roll call and member recognition;
3. Quorum determination;
4. Approval of minutes of the last meeting;
5. Unfinished business;
6. Approval of the Treasurer's report;
7. Communications to the Association;
8. Report of the Membership Committee;
9. Report of the Fund-raising Committee;
10. New Business;
11. Election of Officers and Directors in the annual meeting;
12. Installation of the new Officers and Directors in the annual meeting;
13. Appointment of Committee members in the annual meeting; and
14. Adjournment.