

Forrest County Agricultural High School Alumni Association

Constitution and By-Laws





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**FORREST COUNTY AGRICULTURAL HIGH SCHOOL
ALUMNI ASSOCIATION CONSTITUTION AND
BYLAWS**

**Article I
Name**

This organization shall be known as the Forrest County Agricultural High School (FCAHS) Alumni Association, hereafter referred to as the Association, as specified in the Constitution and Bylaws of the organization.

**Article II
Purpose**

This organization is organized exclusively for charitable and educational purposes under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code and shall also be to:

- A. Build a strong school spirit and to keep the graduates of this school and former students of this school interested in their alma mater.
- B. Encourage others to attend this institution and to especially encourage the members of all senior classes to attend college in order that they may better prepare themselves for a greater contribution to society.
- C. To encourage each member of this association to keep in touch with former classmates and former schoolmates.
- D. To aid and encourage each other in becoming successful, upright, and law abiding citizens of our state and nation.
- E. To provide funds for sponsored events and sustain the operations of the association.
- F. To provide undergraduate scholarships.
- G. To provide a website with an online newsletter regarding significant events in the lives of alumni and assist with the planning and organizations of reunions.
- H. To raise funds through dues paying membership, contributions, and events and activities to support the purpose of the association.

Article III
Membership

The members of this association shall consist of the following:

- A. Any former student of FCAHS shall be eligible for membership into the Association.

- B. Qualifications for membership and the manner of and admission into membership shall be prescribed by such rules and regulations as may be prescribed by the Association. Such rules and regulations may prescribe, with respect to all members, the amount and manner of imposing and collecting any initiation fees, dues or other fees, assessments, fines and penalties, the manner of suspension or termination of membership, and reinstatement of membership.

- C. Dues shall be determined by a vote of a majority of the Officers of the Association, annual dues may be fixed in an amount to be determined by a majority vote of this association.

Article IV
Executive Committee

The Executive Committee shall have general supervision of the affairs of the Association meetings, make recommendations to the Association, and perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association. The Executive Committee shall appoint standing committee chairpersons. The Alumni Executive Committee shall consist of the following members:

- A. President
- B. President-Elect
- C. Vice President
- D. Secretary
- E. Treasurer
- F. Historian
- G. Teacher Representative
- H. Immediate Past President
- I. Three Members-at-Large
- J. Ex-officio Member-at-Large which will be the school superintendent

Article V
Officers

The officers of the Association shall be a President, a Vice-President, a Treasurer, A Recording Secretary, a Historian, Teacher Representative, and other officers, as named. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section 1. Terms of Office

- A. The above officers shall be elected for a term of one (1) year and shall be elected by a majority vote of the membership at the annual meeting of this association on the first Friday in April of each year.
- B. The Treasurer shall be appointed by the Executive Committee.

Section 2. Duties of Officers

- 1. Duties of the President.** It shall be the duties of the President of this association to serve as executive officer during his or her tenure of office and to preside at all annual meetings or committee meetings or other meetings or conferences called or held with reference to the activities of this association and shall appoint all necessary and appropriate committees to carry out a progressive program. The President shall continue to serve on the Executive Committee for one year following his or her tenure as President. The President shall, with the advice of the Board, appoint special committee chairs. The President and the School Liaison shall be the spokesperson(s) for the association.
- 2. Duties of the President-Elect.** It shall be the duties of the President-Elect to assist the President when called upon and to familiarize himself or herself with the workings of the association, during the year he or she serves as President-Elect and to preside at annual meetings or committee meetings or other conferences in the absence of the President. The President-Elect shall be assistant to the President and shall have access to copies of all correspondence of the President and Secretary and shall be kept fully informed during the year he serves as President-Elect and in the absence of this inability to serve as President shall automatically be elected President the following year without opposition.
- 3. Duties of the Vice-President.** It shall be the duties of the Vice-President of this association to assist the President-Elect and the President when called upon and to attend all committee meetings or other meetings called by the President or President-Elect and to preside at annual meetings or at committee meetings or other meetings in the absence of the President-Elect or the President.
- 4. Duties of the Treasurer.** The Treasurer shall be appointed by the Executive Committee and approved by the Association. It shall be the duties of the Treasurer of this association to collect all dues and scholarship funds and to keep the dues of the members in a separate account from the scholarship fund and to keep the scholarship fund separate from the membership dues and to deposit said funds in a bank or other banking institution and to give a full accounting of all of the receipts and disbursements both from dues and from scholarship contributions to the President and to the Executive Committee once each year. The Treasurer shall prepare an annual budget in conjunction with the Executive Committee for approval by the Board of Directors. In the absence or inability of the Treasurer to collect dues or make payments, the President shall be authorized to collect, deposit funds and make payments for the association. The Treasurer shall, at the end of the fiscal year, submit financial records for audit.

5. **Duties of Secretary.** It shall be the duties of the Secretary of this association to keep minutes of each Executive meeting, alumni meeting, and committee meetings and work with the President to inform all officers of meeting and other events at the school.
6. **Duties of the Historian.** It shall be the duties of the Historian of this association to retain all historical information, newspaper articles, donated items, yearbooks, etc. and help preserve the history of this school.
7. **Duties of the Teacher Representative.** It shall be the duties of the Teacher Representative to meet with the Executive committee each year and help with the planning of Homecoming. It is also the duty of the Teacher Representative to be a spokesperson for the faculty in working with this association and to be a liaison between the association and the faculty, and to distribute and coordinate scholarship information to students and faculty.
8. **Duties of the Immediate Past President.** Shall serve as a voting member of the Executive Committee.

Article VI Standing Committees

The duties of the Standing Committees shall be to review, develop, and present recommendations and updates to the Officers of the Association. Each of the Standing Committees shall appoint a member of their Committee to serve as the Chairman. Meetings of the Standing Committees shall be scheduled by the Chairman of each Committee as deemed necessary. The President shall have authority to appoint all such committees as he or she deems necessary and for the proper administration of the affairs of this association.

Scholarship Committee shall consist of the Executive Committee and is responsible to review and select recipients for the annual Association scholarship(s). The amount of said scholarship each year shall not be less than Five Hundred Dollars (\$500.00) and as much more as the Executive Committee of this association shall see fit taking into consideration the amount of funds raised for said scholarship fund.

Decisions of the scholarship committee are final. They are not subject to appeal. Members of the committee should not discuss decisions with students who want to know why they did not get an award. The Committee will notify students whose applications were not accepted to tell them the reason only when it is appropriate to do so (e.g. their application was received late, they did not have appropriate references, or sufficient references etc.).

Activities Committee shall consist of three Board members and the President and shall be responsible for planning and scheduling activities and events sponsored by the Association.

Awards Committee shall consist of three Board Members and the President and shall be responsible for receiving nominations for Alumni Awards and presenting recommendations to the Executive Committee for recognitions at the Annual Alumni Banquet to be held during Homecoming.

Finance Committee shall consist of three Board Members and the President and shall be responsible for providing an accounting of the Association's finances to the Executive Committee, developing fundraising opportunities for the Association, and locating grant and funding opportunities which may become available to the Association.

Homecoming and Reunion Committee shall consist of three Board Members and the President and shall be responsible for working with the Association in planning and implementing Annual Alumni reunion and Homecoming activities. The Homecoming and Reunion Committee shall work closely with FCAHS in developing a schedule of activities during those and other similar events that accommodate students, alumni, and FCAHS.

Newsletter Committee shall be responsible for gathering information of interest to the Association, including notice of socials and notice of actions by the association and shall publish an association newsletter at least yearly prior to planned social events. He or She shall be responsible for uploading the PDF file to the website and to the person responsible for the blast email for distribution to the association.

Special Committees may be authorized by the President as necessary.

Article VII **Alumni Awards**

Nominations for Alumni Awards are accepted by the Association during the year to recognize outstanding Alumni and Association Membership and the contributions they have made to FCAHS and/or the Association. Nominations are accepted until the deadline date as provided on the Nomination Application with recommendations made by the Awards Committee and presented to the Executive Committee for consideration. Award recipients shall be selected by the Executive Committee and presented by the Association during the Annual Alumni Banquet held during Homecoming.

Alumni of the Year Award. The recipient shall be a graduate of FCAHS and shall be recognized for providing significant service to FCAHS through their involvement as a volunteer in FCAHS and/or Association activities.

Article VIII **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article IX **Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at least one month prior to the annual meeting.

Article X **Dissolution**

In the event of the dissolution or liquidation of the Association, the Association shall donate any assets then owned by the Association to the School or an organization which supports the School and which satisfies Section 501©(3) of the Internal Revenue Code.

- 1) All outstanding legal obligations of the Association will be paid;
- 2) Any assets owned by the Association will be sold.
- 3) All funds in bank and investment accounts will be transferred to Forrest County Agricultural High School, with the stipulation that these funds will be designated “FCAHS Scholarship Awards.” Said funds are to be used only to provide scholarships to graduating FCAHS seniors. If the amount is sufficient to satisfy the requirements of FCAHS an endowment shall be established. If not, then the funds will be awarded until all funds have been depleted.
- 4) The Executive Committee may propose dissolution of the association by submitting to the dues paying membership a resolution to dissolve. The resolution shall be ratified by an affirmative vote of two-thirds of the ballots returned. In the event of dissolution, the assets of the association shall become the property of the Forrest County Agricultural High School.
- 5) In the event that the association conducts no business and has no meetings for a period of two fiscal years, it shall be considered dissolved and the assets shall be distributed in the manner described above. Members in good standing for the last year in which dues were collected shall be notified of dissolution under this section.

Dissolution shall occur 90 days after mailing of notification unless the membership meets and elects officers and begins operation.

Article XI **Meetings**

Annual Meetings. There shall be an annual meeting of the Association at the first Friday in April each year, unless otherwise ordered by the Association, for election of officers, receiving reports, and the transaction of other business. Meetings shall be open to active and associated members and alumni. It shall be the responsibility of members to know the exact date of the meeting.

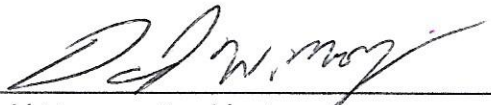
Regular and Special Meetings. The President of this Association shall establish regular and special meetings throughout the year to conduct business of the Association and prepare for the Annual meeting at Homecoming scheduled for the first Friday in April of each year.

Article XII
Amendments

These By-Laws may be amended by a majority vote at any meeting of this Association provided a notice is placed in the newsletter of the annual meeting sent out by this Association.

Original adoption of these By-Laws by a majority vote of the members present at the April 1965 meeting of this association.

These By-Laws were amended and adopted, on this 24 day of MARCH, 2016, at a regular meeting of this Association.

By 
David Morgan - President

OFFICIAL:

By 

Norma Pendarvis Gates,
Secretary