

## **Lawton Senior High School Oklahoma Alumni Association Bylaws 2007**

### **Article I. Name**

This organization shall be called Lawton Senior High School Alumni Association, LHSAA.

### **Article II. Purpose**

The purpose of this association is to support Lawton Senior High School alumni and school activities. This may be accomplished by, but is not limited to:

- Fostering the continuing wolverine spirit of tradition and loyalty among the alumni of Lawton Senior High School.
- Promoting the best interests of the school and responding to requests for support from the school.
- Creating and maintaining a channel of communications for Lawton Senior High School alumni by providing school and alumni information on the school's website.
- Providing support to class reunion committees.
- Sponsoring alumni social events.
- Reward scholarships to LHS seniors who are perusing higher education

### **Article III. Membership**

**Contributing Members:** Graduates, GED, and former students of Lawton Senior High School (LHS) who apply for membership and are current in dues shall be classified as Contributing Members. These members shall be entitled to vote in matters of the Association and shall have access to the alumni database on the alumni Web page. For the four years following graduation from LHS, all alumni shall be offered Contributing Member status at no cost provided they complete an application for membership.

**Associate Members:** Graduates and former students of LHS who apply for membership and pay no dues are non-voting Associate Members.

**Honorary Members:** Honorary members are faculty, educators, and benefactors of LHS whose services the association may recognize. Honorary membership may be petitioned from or granted by the Board of Directors. Honorary members are non-voting members and are not required to pay dues.

**Dues:** Dues shall be established by the Board of Directors. Graduates shall petition for membership using forms developed by the Board of Directors. Dues shall be payable in advance on the first day of each fiscal year. Default in the payment of dues for a period of three months will result in the person's membership of an Associate Member status by the Board of Directors.

## **Article IV. Organization**

**Board of Directors:** The daily management of this association shall be exercised by the Board of Directors in cooperation with the school administration. The Board of Directors shall be composed of the following elected officials:

- President
- President-elect
- Secretary
- Treasurer
- Nine Directors

The Immediate Past President shall serve in an advisory capacity with voting rights.

The current LHS Principal shall serve as ex officio officers with voting rights.

A LHS Alumni Association liaison shall be an employee of the Lawton Senior High Schools, shall be selected by the Principal and shall serve on the Board of Directors without voting rights (unless a Contributing Member). Officers must be contributing members.

**Officer Term:** Officers shall be elected for two-year terms at the Annual Meeting to be held in June of each year. Exceptions to this are the President-elect, who will automatically become the President upon vacancy of the President's position, and the Immediate Past President, who will serve for the same number of years as the current President. No person shall hold more than one office at a time or serve more than two consecutive terms in the same office. All officers shall be paid members and in good standing with the association. Officers shall assume their duties on the first day of the fiscal year.

**Director Term:** Directors shall be elected for three-year terms, terms to be alternated among members so that one third of the positions expire each year. Directors must be contributing members.

**Nominations:** A Nominating Committee shall present to the membership a slate of one or more candidates for each position at the Annual Meeting. Qualifications must be stated for each candidate. Additional nominations shall be accepted from the floor, provided qualifications are stated.

**Method of Election:** Officers and directors shall be elected by ballot unless there is only one candidate for each office. In that case, the ballot may be dispensed with and the officers elected by voice vote. If more than one candidate is running for office requiring vote by ballot, the candidates receiving the greatest number of votes shall be elected. In the event that no candidate receives a majority vote on the first ballot, balloting is continued until one candidate is elected by majority vote. Ballots are to be maintained by the Secretary for 30 days then destroyed.

**Officer/Director Vacancy:** In the event of a vacancy in an officer or director position other than President, the Nominating Committee shall recommend a replacement, provide qualifications to the membership at the next Board of Directors meeting or special meeting where the election will take place. The newly elected officer will serve the remainder of the term.

**Removal of an Officer:** In the event when an officer does not attend two (2) consecutive meetings, the officer will be notified. If the officer does not attend the next scheduled meeting, the officer will forfeit their elected position.

## **Article V. Duties of Officers**

### **President**

- Presides over Board of Directors meetings, the Annual Meeting, and special meetings of the Association.
- Names committees and appoint chairpersons of the committees except the Nominating Committee.
- Insures appropriate membership and operation of the committees.
- Serves as an ex officio member of all committees except the Nominating Committee.
- Determines appropriate dates for meetings.
- Operates at the direction of the Board of Directors, its desires and voted actions.
- Initiate all directed actions and follow to completion.

### **Immediate Past President**

- Serves in an advisory capacity to the President for the President's term(s) in office and maintains voting rights.

### **President-elect**

- Assists the President in organizing and overseeing the association and its operations.
- Assumes full responsibility for the President in his/her absence or incapacity.
- Assumes the office of President after completion of the President's term(s).
- Supervises the Class Representative Committee.
- Completes other tasks as assigned by the President.

### **Secretary**

- Records and transcribes minutes of Board of Directors meetings, the Annual Meeting, and special meetings of the Association.
- Handles the general correspondence of the association.
- Provides timely notice of meetings.
- Maintains association records.
- Completes other tasks assigned by the President.

### **Treasurer**

- Submits a written financial report at every Board of Directors meeting and the Annual Meeting.
- Maintains membership records with dates of termination of membership.
- Oversees the collection of dues and determination of those eligible for access to the alumni database.
- Chairs the Finance Committee.
- Shall over see the division of dues; Social Events, Association Growth and bills, LHS support, Scholarships, and other voted upon.
- Completes tasks assigned by the President.
- Shall be bonded

### **Directors**

- Serve as board liaisons to the committees.

## **Article VI. Committees**

**Committee Chairpersons:** Committee chairpersons must be Contributing Members. Each chairperson shall keep records of the committee, initiate and lead the activities of the committee, select members of the committee, keep the Board of Directors liaison informed, report at meetings as appropriate, and copy the President on all committee correspondence.

**Standing Committees:** Standing Committees shall perform continuing functions and shall serve the same term as officers.

**Class Representative:** The members of the Class Representative Committee shall assist in keeping open lines of communication with their respective classmates, assist the Membership Committee in recruitment, and obtain membership feedback. The President-elect shall serve as chairman of this committee.

**Membership:** The Membership Committee shall handle membership recruitment and respond to membership inquiries.

**Web Page:** Web Page Committee shall gather and edit material for the alumni Web page and forward the information to the liaison. Which is the current educator responsible for the LHS webpage.

**Scholarship Committee:** This committee shall reward scholarships according to the criteria set by the committee. A check shall be written to the student's institution, no direct checks to be written to student.

**Special Committees:** The President and/or the Board of Directors may create special committees for specific tasks. Such committees shall cease to exist when that task has been completed.

**Audit:** The Audit Committee shall be appointed by the President and consist of Contributing Members (excluding the current Treasurer and Treasurer-elect). The Committee shall conduct an audit per Article VIII of these bylaws.

**Bylaws:** The Bylaws Committee shall maintain the Association bylaws in compliance with the parliamentary authority specified in Article IX. The Committee shall propose amendments in response to board, membership or committee recommendations per Article X of these Bylaws. Bylaws should be updated every 5 years or as needed. Bylaws will be signed by elected officers of current term, LHS principal, and Lawton Public School Superintendent.

**Finance:** The Finance Committee shall prepare an annual budget for approval by the Board of Directors. The Treasurer shall serve as chairman of the committee.

**Nominating:** The Nominating Committee shall consist of Contributing Members selected by the Board of Directors. The Committee shall recommend at least one person for each office and director position to be filled, and shall present a slate of nominees at the Annual Meeting per Article IV.

## **Article VII. Meetings**

**Annual Meeting:** An Annual Meeting shall be held in June at a location designated by the Board of Directors. The meeting shall be held for the purpose of electing officers and open business. If members are unable to attend due to illness or geographical reasons, a teleconference or webcam should be provided.

**Board of Directors Meetings:** At least four Board of Directors meetings will be held annually at a time and location specified by the President.

**Special Meetings:** Special meetings of the organization may be held at any time upon call of the President, two members of the Board of Directors, or six Contributing Members. Two days' notice must be given to all members of the Board of Directors, the principle business of the meeting must be specified, and the meeting shall be limited to the specific purpose.

**Quorum:** Those present at any official meeting, at least two of whom shall be officers, shall constitute a quorum for the transaction of business.

- Event Promoting the football game between LHS' town rival, Eisenhower High School
- Event Promoting LHS Homecoming

## **Article VIII. Finances**

**Fiscal Year:** The fiscal year shall be June to May.

**Audit:** An annual audit shall be made of the Association's financial records by an audit committee comprised of Contributing Members (excluding the current Treasurer and Treasurer-elect) appointed by the President. Such audit shall be completed within 30 days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the records transferred to the newly elected Treasurer.

In the event of a vacancy in the office of Treasurer, an audit shall be made of the Association's financial records by an audit committee appointed by the President. Such audit shall be completed within 15 days after receipt of the records, a written report covering the audit submitted to the Board of Directors, and the records transferred as directed by the Board of Directors.

**Annual Dues:** There could be Single Annual Membership dues of \$20 a year, and the option to be a Donor. Dues are for all alumni, staff, and other; not to a specific to a graduated class. You have to be a paid member in order to receive association benefits. Dues will assist the association in; Social Events, Association Growth and bills, LHS support, Scholarships, and other voted upon. Being a member you will receive newsletters, reunion info, other voted upon.

Donor Option:

Lore Donor \$500 plus Brick, t-shirt, free admission to Alumni Activities

Loyalty Donor \$250 Brick, t-shirt,

Spirit Donor \$100. Brick

## **Article IX. Amendments**

These bylaws may be repealed, altered, revised or amended by a two-thirds vote of the Contributing Members present, provided that a copy of the proposed change has been filed with the Board of Directors and read at the previous Board Meeting. These bylaws and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

## **Article X. Dissolution**

In the event of dissolution, abandonment, or termination of this Association, all assets possessed by the Association after current indebtedness has been paid, shall go to Lawton Senior High School General fund.

## **Adoption**

The foregoing Bylaws were adopted by Lawton Senior High School Alumni Association on May 25, 2007

## **Board Members Present:**

Kelly Longfellow, George Bradshaw, Robert Ryans, Anita Coppenberger

## **Initial Bylaws Committee:**

Kelly Longfellow, George Bradshaw, Robert Ryans, Anita Coppenberger

## **Amendments:**

## **Signatures and date of these by-laws:**

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**President**

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**Secretary**

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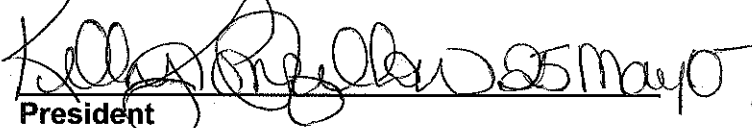
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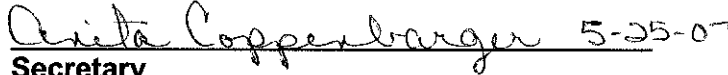
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