

## **Eagle Legacy, Eisenhower Senior High School Alumni Organization Bylaws**

### Article I. Name

This organization shall be called Eagle Legacy, Eisenhower Senior High School Alumni Organization.

### Article II. Purpose

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

- Fostering the continuing spirit of tradition and loyalty among the alumni of Eisenhower 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 Eisenhower Senior High School alumni by providing school and alumni information.
- Providing support to class reunion committees.
- Sponsoring alumni social events.

### Article III. Membership

Contributing Members: Graduates, former students, family members, faculty and staff of Eisenhower Senior High School (EHS) who apply for membership and are current in dues shall be classified as Contributing Members. Contributing members shall be entitled to vote in matters of the Organization.

Family Members: Graduates, former students, family members, faculty and the staff of EHS who apply for membership and pay a one time membership fee of two hundred and fifty dollars (\$250.00) shall be classified as a Family membership and shall receive lifetime membership status for their entire family and are not required to pay dues. Family members shall be entitled to vote in matters of the Organization.

Honorary Members: Honorary members are benefactors of EHS whose services the organization 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.

Business Members: Business Members are businesses whose financial contributions or sponsorship of Alumni events are deemed by the Board of Directors as beneficial to the organization. Business membership may be petitioned from or granted by the Board of Directors.

Dues: Dues shall be established by the Board of Directors. Persons seeking membership 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 being terminated by the Board of Directors.

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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
- Three Directors

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

An EHS Principal shall serve as ex officio officer with voting rights.

An EHS Alumni Organization liaison shall be an employee of the Lawton Public Schools, shall be selected by the Board of Directors 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 one-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. 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 expires 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.

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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.

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

#### **President**

- Presides over Board of Directors meetings, the Annual Meeting, and special meetings of the Organization.
- Names committees and appoints 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 Organization.
- Handles the general correspondence of the Organization.
- 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.
- Check signing shall require two signatures.
- Completes tasks assigned by the President.

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### **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.

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.

Financial: The Financial Review Committee shall be appointed by the President and consist of Contributing Members (excluding the current Treasurer and Treasurer-elect). The Committee shall conduct a financial review per Article VIII of these bylaws.

Bylaws: The Bylaws Committee shall maintain the Organization 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.

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 the spring at a location designated by the President. The meeting shall be held for the purpose of electing officers.

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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.

### Article VIII. Finances

Fiscal Year: The fiscal year shall be consistent with Lawton Public Schools.

Financial Review: A financial review shall be made of the Organization's financial records by a financial review committee comprised of Contributing Members (excluding the current Treasurer and Treasurer-elect) appointed by the President. Such a financial review shall be completed within 30 days of the close of the fiscal year, a written report covering the financial review 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, a financial review shall be made of the Organization's financial records by a financial review committee appointed by the President. Such a financial review shall be completed within 15 days after receipt of the records, a written report covering the financial review submitted to the Board of Directors, and the records transferred as directed by the Board of Directors.

### Article IX. Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern this Organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of this Organization or the decisions, policies or procedures of Lawton Public School District with the Lawton Board of Education, the Board of Directors of Eagle Legacy decision shall, in all cases, prevail.

### Article X. 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.

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### Article XI. Dissolution

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

### Adoption:

The foregoing Bylaws were adopted by Eagle Legacy, The Eisenhower Senior High School Alumni Organization the 27th day of September, 2005.

### Bylaws Committee:

Helena John, Perri Ann Wyatt and John Zelbst 2005

1 During the first year of the Alumni Organization, one Director will be elected to serve one-year term, one for two-year term, and one for three-year term.

2 The annual meeting during the initial year will be scheduled at the discretion of the organizing committee.

3 No contractual obligation shall exceed the term of the current standing Board.

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## Mission Statement

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- Creating and maintaining a channel of communications for Eisenhower Senior High School alumni by providing school and alumni information.
- Providing support to class reunion committees.
- Sponsoring alumni social events.
- Scholarships