

**HAMILTON TOWNSHIP HIGH SCHOOL ALUMNI ASSOCIATION**

**BY-LAWS**

**Adopted: April 29, 2014**

**ARTICLE I**

**Name**

The name of this association shall be the Hamilton Township High School (HTHS) Alumni Association.

**ARTICLE II**

**Object**

The object of this association is to encourage a strong relationship, interest and involvement between alumni, school administration, teachers, counselors, community and to ensure students will have a lifelong connection with other alumni, their high school and local surroundings.

**ARTICLE III**

**Membership**

**Section 1. Eligibility**

Any graduate of Hamilton Township High School is eligible to join the Alumni Association by registering and paying yearly dues.

**Membership Dues**

The governing board will set the amount members pay for dues at the beginning of the year. In order to remain on the active roster, members must pay dues prior to or on the day of the annual banquet in May. If they are paid after that date, there will be no prorating of the fee. Names will be removed from the active member roster if dues are not paid within a reasonable period of time as determined by the board.

**Section 2. Associate Membership**

An individual rendering exceptional service to Hamilton Township High School, who is not a graduate, may be considered for associate membership in the Alumni Association with all rights and privileges. Recognition as an associate member is at the discretion of the governing board.

**ARTICLE IV**

**Officers**

**Section 1.** Officers will be voted on each year at the Alumni Banquet Business Meeting. There shall be four officers consisting of President, Vice President, Secretary and Treasurer. Persons wishing to be considered for office must be a paid member of the association for at least one year.

**Section 2.** The term for officers shall run from June 01 to May 31 of the following year. There shall be no term limit on any officer and committee chairpersons. Names submitted for nomination for office may be made by other members or the person who wishes to run. Candidates should notify the Nominating Committee in advance of the annual business meeting of their intention to run for office. In case of a vacancy of an office, persons may be appointed by the President to fill this position to serve the remaining term, with the approval of the other officers. Voting may be done by ballot or a show of hands.

### **Duties of Officers**

**Section 1. President:** The President shall be the primary public spokesperson for Hamilton Township High School Alumni Association. He/she shall preside over the meeting, be responsible for coordination of all events, functions and activities of the association and serve as the primary liaison between the association and the district. The President shall appoint Committee Chairpersons as necessary to carry out activities. At the end of his/her term, the President assumes the role of “Immediate Past President.”

**Section 2. Vice President:** He/she will assist and advise the President in all matters. The Vice President will contact the high school’s administration to arrange the yearly Scholarship program. He/she, along with the Secretary and Treasurer, will staff the registration table at the banquet and will participate in all events. In the event the President is not available the Vice President will assume the duties of President.

**Section 3. Secretary:** The Secretary shall take minutes at each meeting which will include the date, place of the meeting and those present. These minutes are to be read at the next meeting to be approved. The Secretary will retain copies of the minutes. The Secretary will advertise for all events, contact caterers, keep an updated roster of all paid members and be responsible for all official correspondence. The minutes of the previous years’ business meeting will be read during the current meeting. The Secretary will participate in all events.

**Section 4. Treasurer:** The Treasurer will keep an account of all and any monies collected and disbursed by the Association. He/she will make bank deposits and withdrawals. The Treasurer, along with the President, is permitted to write and sign checks. The Treasurer will give a financial report each May at the yearly business meeting to be filed for audit after approval. The Treasurer will participate in all events.

## **ARTICLE V**

### **Standing Committees**

**Section 1. Purpose:** A Standing Committee is a permanent committee that performs a continuing function. The standing committees of the Association shall be the Nominating, Hall of Fame, Scholarship, and Decorating. The committees shall consist of a Chairperson and committee members.

**Section 2. Duties of the Chairperson and Committee Members:** The Chairperson is responsible for organizing specific activities of the committee.

### **Temporary Committees:**

**Section 1. Purpose:** A temporary committee is one that is formed for a special task that ceases to exist after the task is complete.

### **Descriptions of Individual Standing Committees**

**Section 1. Nominating Committee:** The committee, when possible, will assemble a list of qualified candidates who have agreed to serve if elected to office. Individuals seeking office should notify the Chairperson of their intent prior to the annual business meeting. In special circumstances, such as a lack of candidates for office prior to the start of the business meeting, nominations, with the consent of the nominee, may also be made from the floor during the business meeting.

**Section 2. Hall of Fame Committee:** This committee will invite all Alumni Members to submit a nomination of an alumnus. According to his or her qualifications, the committee will decide who will be awarded this honor. Any name submitted but not chosen, will be kept for the following year to again be in competition. The purpose of the Hamilton Township Alumni hall of fame award is to recognize outstanding alumni who have realized distinctive achievements in considering (but not limited to) the following categories:

- Career achievements
- Community and volunteer service
- Military service
- Educational achievements
- Sports
- Music
- Professional honors or awards.

The individual should exemplify the ideals and spirit of leadership, education, and community service thereby serving as a role model for current and future Hamilton Township High School students.

Current officers of the Hamilton Township Alumni Association are ineligible for consideration of this award while they are in office.

### **Section 3, Scholarship Award(s)**

The committee is chaired by the vice president. The committee is responsible for determining an essay theme prior to publicizing the program, contacting the high school guidance office to administer the program in conjunction with the alumni association and selecting a scholarship award recipient(s) from qualified applications and essays.

### **Funding**

The number of scholarships awarded yearly is determined by the governing board and contingent on total contributions made by members to the scholarship fund prior to the

annual banquet. The committee is responsible for providing the treasurer with the name(s) of an award recipient(s). The treasurer then issues a check made jointly payable to the student and college/university.

Award recipient(s) must be enrolled as a full-time student as determined by the college/university in order to be eligible for the scholarship. If a student does not begin attending classes at a college/university during the calendar year in which the scholarship is awarded, the scholarship is forfeited and monies returned to the scholarship fund.

**Section 4. Decorating Committee:** The Decorating Chairperson is in charge of designing, purchasing and organizing decorations for alumni functions. The committee assists with the set-up designed by chairperson.

## ARTICLE VI

### Meetings and Quorums

**Section 1. Meetings:** Any Officer may call a meeting. Either the President or the Vice President must be available for the meeting or it shall be cancelled. If an Officer is unable to attend a meeting, it is their responsibility to contact the Secretary to be informed as to what took place at the meeting.

**Section 2. Quorum:** A quorum of at least three officers is necessary to conduct a business meeting, with one of the officers being either the President or Vice President.

## ARTICLE VII

### Finances:

**Section 1.** The Alumni Association Fiscal Year shall begin on May 1 and end April 30, of the following year.

**Section 2.** Funds are obtained through dues, donations and fund-raisers. Funds generated by special events shall be used for special purposes or added to the Treasury.

### Alumni Association Privacy Act

Officers or Committee Members are not to discuss or share any information whether business, financial or personal, concerning the Alumni Association with outside individuals without express authority of the President of the alumni association.

## **ARTICLE VIII**

### **Hamilton Township High School Alumni Banquet**

**Date:** The third Sunday in May of each year.

**Where:** Hamilton Township High School.

## **ARTICLE IX**

### **Amendments to By-Laws**

**The by-Laws may be amended by a majority vote of Officers**