

**INDUSTRIAL DRUID HIGH SCHOOL ALUMNI ASSOCIATION  
CONSTITUTION**

**ARTICLE I**

**NAME, OBJECTIVES, SYMBOLS, AND AFFILIATION**

- Section I.1: The name of this organization, organized in 2001, chartered **August 10, 2008**. Shall be the **Industrial Druid High School Alumni Association**.
- Section I.2: The collaborative objectives of this Alumni Association shall be to preserve the memory of our cherished Alma Mater, so that its legacy may benefit future generations.
- Section I.3: The symbols of this Alumni Association shall be the **Fiery Red and Blue Flying Dragon incased in the letter " D."**
- Section I.4: The colors of this association shall be red and blue.
- Section I.5: The motto is: "Once a Dragon, always a Dragon."
- Section I.6: The official song of the Association is: "Hail To Druid High."
- Section I.7: The official pagan of the Association is: "The Dragon Tale."
- Section I.8: This Alumni Association may charter affiliate and subordinate organizations of the **Industrial Druid High School Alumni Association** in other localities.
- Section I.9: The Industrial Druid Alumni Association shall, work in conjunction with each Alumni class organization.

**ARTICLE II**

**Membership**

- Section I.1: Membership in the Industrial Druid Alumni Association shall be open to any person who attended Industrial or Druid High School.
- Section I.2: Any applicant shall satisfy the membership requirement by being an affiliate member by marriage to an active Alumnus or deceased former active Alumnus.
- Section I.3: A "Member" of the Alumni Association shall be one who is "financially current" as defined in the most recent set of By-Laws.
- Section I.4: An associate member is a non Industrial Druid graduate to whom membership is extended because of their interest in the aims/mission of the Industrial Druid Alumni Association. Associate members will be responsible for all financial obligations related to dues, events, etc.

**ARTICLE III**

**The Alumni Association Organization Structure**

- Section I.1: The officers of the Industrial Druid Alumni Association, Incorporated shall constitute the Executive Board. The officers shall be the following: President, Vice President, Secretary, Financial Secretary, Treasurer, Chaplain, Historian, Parliamentarian, and Corresponding Secretary/Reporter. All officers must be persons who attended Industrial or Druid High School.
- Section I.2: The Alumni Association may elect or cause to be appointed such other officers as may be required.
- Section I.3: The following shall be the Standing Committees of the Industrial Druid Alumni Association:
- Budget
  - Fund Raising
  - Community Service/Public Relations
  - Education
  - Constitution and By-Laws

- Membership/Elections

Section I.4: The President shall appoint members to the Standing Committees. In addition, the President shall form any Special Committee as it becomes necessary.

Section I.5: The Reunion Committee shall consist of the Executive Board and other financially active alumni.

#### **ARTICLE IV**

##### ***Election of Officers***

Section I.1: The Alumni Association shall hold its election of officers at the regular meeting in the month of July. The officers to be elected on odd years will be President, Corresponding Secretary/Reporter, Treasurer and Historian. The officers to be elected on even years will be Vice-President, Secretary, Financial Secretary, Chaplain and Parliamentarian. The successful candidates shall be installed at the last regular meeting in the month of September and shall assume office thereafter.

Section I.2: Alumni Association officers shall serve no more than two terms in the same office.

Section I.3: Active members may submit names of candidates for election to the Elections Committee

Section I.4: Voting for the election of officers in this Alumni Association shall be conducted by secret ballot. Nominations for elections can be made from the floor of the association. The Elections Committee shall count the ballots and report the results to the association before adjournment of said meeting.

Section I.5: For members unable to attend there is the option to vote by proxy.

Section I.6: The names and addresses of the officers elected shall be provided to the membership by the end of September.

#### **ARTICLE V**

##### ***Duties of Officers***

Section I.1: It shall be the duty of the Executive Board to:

1. Meet at least once preceding the regular Alumni Association meeting;
2. Act on behalf of the Alumni Association in between meetings;
3. Set the agenda for Alumni Association meetings;
4. Set a proposed calendar for the fiscal year subject for the approval of the Alumni Association at the regular meeting in October;
5. The Executive Board shall set the proposed operating budget at the last regular meeting in October to be presented to the general membership for approval.

Section I.2: It shall be the duty of the President to:

1. Preside over regular and special meetings of the Alumni Association;
2. Interpret and enforce the Constitution and By-Laws of the Alumni Association;
3. Represent and act on the behalf of the Alumni Association in all affairs, both private and public;
4. Direct the affairs of the Alumni Association generally and in conformity with the governing rules, regulations, and mandates of the Alumni Association;
5. Appoint all standing committee chairpersons and such special committees as may become necessary.
6. Recommend the removal of any committee chairperson who does not fulfill his obligation to that committee;

7. Serve as ex-officio of committees;
  8. Perform other such duties as usually pertain to the office of President.
- Section I.3: It shall be the duty of the Vice President to:
1. Assist the President in the affairs of the Association and to preside over a meetings in the absence of the president;
  2. Represent and act on the behalf of the Alumni Association in affairs, both private and public, in the absence of the President or when designated;
  3. Assume the office of President should it become vacant because of impeachment, resignation, or the inability on the part of the president to perform the duties of the office;
  4. Serve as the liaison between the President and standing committees;
  5. Serve as the coordinator of the Alumni Association program;
  6. Perform other such duties as usually pertain to the office of Vice President.
- Section I.4: It shall be the duty of the Secretary to:
1. Record the official minutes and proceedings of Alumni Association meetings;
  2. Maintain a permanent file of all records (i.e. committee reports, minutes, etc.);
  3. Transcribe official minutes and place them in the Alumni Association's permanent records before the next meeting upon their approval and adoption by the membership;
  4. Receive and place in the Alumni Association's permanent records printed-reports of committees;
  5. Maintain, in conjunction with the Financial Secretary, an accurate roster of active Alumni Association members,
  6. Correspond with the officers and others at the direction of the President and membership;
  7. Perform other such duties as usually pertain to the office Secretary.
- Section I.5: It shall be the duty of the Financial Secretary to:
1. Receive and receipt all monies on behalf of the Alumni Association;
  2. Collect and receipt dues and all other financial obligations
  3. Receive and Forward receipts to the Treasurer at or immediately following each meeting;
  4. Co-sign withdrawals from the bank along with the Treasurer,
  5. Inform members of all other financial obligations owed to the Alumni Association;
  6. Serve on the Budget Committee;
  7. Submit a written report to the Alumni Association at every Regular meeting;
  8. Present a complete report to the Alumni Association at the first regular meeting of the fiscal year detailing all the previous year's activities;
  9. Perform other such duties as usually pertaining to the office of Financial Secretary;
- Section I.6: It shall be the duty of the Treasurer to:
1. Serve as custodian of all Alumni Association funds; Deposit all funds in a bank approved by the Alumni Association;

2. Receive all monies from the Financial Secretary at or following each Regular meeting and issue receipt for the same;
  3. Make all authorized disbursements upon the direction of the President on behalf of the Alumni Association;
  4. Maintain all bank statements and records of the Alumni Association's financial holdings;
  5. Serve on the Budget Committee;
  6. Submit a written report detailing all revenues and expenditures at each regular official general membership meeting.
  7. Perform other such duties as usually pertain to the office of Treasurer.
- Section I.7: It shall be the duty of the Corresponding Secretary/Reporter to:
1. Present the Alumni Association's activities and events to the Association's official organ *The Dragon Tale* and other appropriate news media?
  2. Collaborate with and assist the Historian with the collection of materials of historical significance;
  3. Record minutes of Alumni Association and Executive Board meetings in the absence of the Secretary;
  4. Perform other such duties as usually pertain to the office of *Corresponding Secretary/Reporter*
- Section I.8: It shall be the duty of the Chaplain to:
1. Open each meeting with prayer;
  2. Lead and direct the Alumni Association in all devotional ceremonies;
  3. Preside over or secure such persons to preside over all Alumni Association ministerial, and religious services;
  4. Conduct or designate such persons to conduct the memorial services for deceased members;
  5. Responsible for sending condolence to survivors of deceased alumni.
  7. Perform other such duties as usually pertain to the office of Chaplain.
- Section I.9: It shall be the duty of the Historian to:
1. Serve as custodian of Alumni Association historical records, memorabilia, pictures, trophies, books, and the official Alumni Association scrapbook;
  2. Maintain a current and complete inventory of all items placed in the charge of the Historian and shall return said items to the Alumni Association at end of the tenure;
  3. Submit a written annual historical report each fiscal year. This report shall be entered into the permanent Alumni Association records upon certification of contents by the President, Secretary, and the Historian.
  4. Perform other such duties as usually pertain to the office of Historian.
- Section I.10: It shall be the duty of the Chairman of Community Service /Public Relations
1. Plan and direct the implementation of the Community Service activities of the Alumni Association;
  2. Serve as Chairman of the Service Committee;
  3. Perform other such duties as usually pertain to the office of Director of Community Service./Public Relations
- Section I.11: It shall be the duty of the Chairman of Fund Raising to:
1. Initiate and organize fundraising activities,
  2. Secure contracts before said fund raising activity and present all details of the activity to the Association at a Regular Meeting

3. Implement said fund raising activity with approval of the Alumni Association

- Section I.12: It shall be the duty of the Chairman of the Education Committee:
1. To find ways by which the Alumni Association can enhance learning for various members of our community.
  2. To engage all members to support and participate in all educational activities sanctioned by the Alumni Association.

#### **ARTICLE VI**

##### ***Impeachment of Officers***

- Section I.1: The procedure outlined in latest edition of Robert's Rules of Order shall dictate the Impeachment of officers.

#### **BY-LAWS**

#### **Of**

#### **Industrial Druid High School Alumni Association**

#### **ARTICLE I**

##### ***Rules of Order***

- Section I.1: Meetings shall be conducted in accordance with the parliamentary authority of the latest edition of Robert's Rules of Order.

#### **ARTICLE II**

##### ***Meeting***

- Section I.1: "Regular Meetings" of the Alumni Association shall be held on the second Sunday.
- Section I.2: The Association shall meet at minimum six (6) times per year.
- Section I.3: Meetings may be scheduled at the discretion of the Association.
- Section I.4: The body shall retain the power to change the date and location of meetings.
- Section I.5: The Executive Board shall meet prior to each "Regular Meeting".
- Section I.6: The President or a simple majority of the Active Members may call "Special Meetings" of the Alumni Association.

#### **ARTICLE III**

##### ***Assessments (Membership Dues)***

- Section I.1: The Executive Board shall set dues for the Alumni Association prior to the July meeting, subject to the approval of a simple majority of members deemed financially active as of said meeting.
- Section I.2: Alumni Association dues period will run from July 1 to June 30<sup>th</sup>. A member may be deemed "Financially inactive" if this obligation is not met.
- Section I.3: Payment of Alumni Association Assessments is due prior to the first meeting in July.

#### **ARTICLE IV *Inactive Members***

- Section I.1: An Inactive Member is a member who has not met financial obligations to the Alumni Association.
1. An Inactive Member shall not participate in association Meetings
  2. Has no voting rights.
- Section I.2: An Inactive Member shall remain inactive until satisfaction of financial obligations have been met.

***Rules for Amending:*** An amendment to these By-Laws may be introduced at any regular meeting. Voting shall not take place on any proposed amendment until thirty (30) days after proposal is made. A simple-majority vote of Active Members is required to adopt the proposed amendments. (Final copy of bylaws approved June 2013).