

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 organ 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 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:
- Committee on Budget
 - Committee on Fund Raising
 - Committee on Community Service
 - Committee on Scholarship
 - Committee on Constitution and By-Laws
- 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 participating with the committee at minimum two-thirds of the planning meetings.

ARTICLE IV

Election of Officers

- Section I.1: The Alumni Association shall hold its biennial election of officers at the regular meeting in the month of July. The successful candidates shall be installed at the last regular meeting in the month of August and shall assume office there after.
- Section I.2: Alumni Association officers shall serve no more than two terms in the same office.

- Section I.3: Active members may suggest the name of officers to the Reunion Committee. The nomination of officers shall be made from the Biennial Reunion 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 in the presence of the members 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 of vote by proxy.
- Section I.6 The names and addresses of the officers elected shall be collected and forwarded to the membership by the month 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. If the Association is unable to deliberate (the Executive Board shall set the operating budget at the last regular meeting in October, for the Executive board during this period).
- 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 chairmen and members and such special committees as may become necessary;
 6. Recommend the removal of any committee chairman 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, fines, and assessments from the membership;
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, as well as external agencies, of dues, fines, and all other outstanding balances 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 previous year's activities;
9. Perform other such duties as usually pertain 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;
2. Deposit all funds in a bank approved by the Alumni Association;
3. Receive all monies from the Financial Secretary at or following each Regular meeting and issue receipt for the same;

4. Make all authorized disbursements upon the direction of the President on behalf of the Alumni Association;
5. Maintain all bank statements and records of the Alumni Association's financial holdings;
6. Serve on the Budget Committee;
7. Submit a written bi-monthly budget report detailing all revenues and expenditures;
8. 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. Correspond the Alumni Association's activities and events to the Association's official organ *The Dragon Tale* and other appropriate news media;
2. Submit a quarterly article to the local media service;
3. Collaborate with and assist the Historian with the collection of materials of historical significance;
4. Record minutes of Alumni Association and Executive Board meetings in the absence of the Secretary;
5. Perform other such duties as usually pertain to the office of the Editor of *The Dragon Tale*.

Section I.8: It shall be the duty of the Chaplain to:

1. Open each meeting with prayer;
2. Lead the Alumni Association in the Association Prayer and direct all devotional ceremonies;
3. Preside over or secure such persons to preside over all Alumni Association clerical, ministerial, and religious services;
4. Conduct or designate such persons to conduct the memorial services for deceased members;
5. Seek to remind members of the Christian foundations and origins of the Association;
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 of each Alumni Association fiscal year during the regular meeting in the month of May. This report shall be entered into the permanent Alumni Association records upon certification and attestation of contents by the President, Secretary, and Historian during the meeting in the month of June;
4. Coordinate, in conjunction with the Secretary and Reporter of *The Dragon Tale*, the preparation of exhibits and displays of a historical nature;
5. 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 to:

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.

Section I.11: It shall be the duty of the Chairman of Fund Raising to:

1. Organize fundraising activities including but not limited to: Parties; Raffles; Auctions; and Solicitations;
2. Secure contracts before said fund raising activity and present all details of the activity to the Association at a Regular Meeting (at least 10 days prior to said activity);
3. Implement said fund raising activity upon the direction of the President on behalf of the Alumni Association.

Section I.12: It shall be the duty of the Chairman of the Scholarship Committee:

1. To publicize the availability of funds for higher education scholarships;
2. To review the applications received annually for these funds; and
3. To facilitate the awarding of the funds within the amount declared availability by the Scholarship Committee and according to the eligibility guidelines established by the Committee and approved by the 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 annual.

- 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 and the Executive Board.

ARTICLE III **Assessments**

- 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 30th. A member may be deemed “Financially Inactive” if this obligation is not met.
- Section I.3: Payment of Alumni Association Assessments are due prior to the first meeting in July.

ARTICLE IV **Inactive Members**

- Section I.1: An Inactive Member is a member:
1. That has not met financial obligations to the Alumni Association.
 2. Who has not actively participated in more than 50% of the activities of the Alumni Association (including but not limited to: Social Activities, Alumni Association Meetings, Service Projects, Fund Raising Activities, fulfilling obligations to their elected office, fulfilling obligations to their committees.).
- Section I.2: The Alumni Association has the right to determine if a Member has not actively participated in more than 50% of the activities of the Alumni Association. Any Active Member may bring charges on another Member with regards to Article IV of the Bylaws Section I.1. The charges shall be forwarded to the Executive Board for investigation and placed on the Agenda of the next Regular Meeting. At this Regular Meeting, the issue shall be brought before the Association for debate. If it is deemed that there are merits to the charges, the Member in question will be given 10 days written

notice to address the Alumni Association at the next Regular meeting in person or by proxy and attempt to resolve the matter before an official vote is taken. Upon addressing the charges, a vote will be taken to determine whether the Member in question shall be deemed Inactive. If the Member in question does not address the charges or is not represented by proxy, the Member shall automatically be deemed an Inactive Member.

- Section I.3: An Inactive Member shall NOT:
1. Participate in any Alumni Association Social Activities;
 2. Participate in any Alumni Association Meetings;

- Section I.4: An Inactive Member shall remain inactive until a request is made to re-activate at which time the Member's Inactive status will be re-evaluated.

ARTICLE

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 the proposal is made. A simple-majority vote of Active Members is required to adopt the proposed amendment.