

# UNIVERSITY HIGH SCHOOL ALUMNI ASSOCIATION CONSTITUTION

## **ARTICLE I. NAME**

The name of the Association is University High School Alumni Association (hereinafter referred to as the Association).

## **ARTICLE II. PURPOSE**

The fundamental purpose of the Association is to aid in the development of University High School (hereinafter referred to as UHS or U-High) as an institution making a maximum contribution to excellence in secondary education by securing contributions of the knowledge, skills, material wealth, and loyalty of the many persons who are graduates, or former students, of UHS.

The Association seeks to attain, through work with students, graduates, former students, faculty, staff, and friends of UHS, the following specific goals:

An organization through which may flow a constant interchange of ideas, advice, constructive criticism, and suggestions.

An organization which will form the supportive base on which UHS may develop the resources necessary to retain the time-honored traditions of the past and to secure the excellence of the future.

An integrated system of communication and activity which will promote the warm relationships unique among classmates, alumni, faculty, and UHS.

An organization of support for graduates who wish to plan class reunions including the development and maintenance of a database of names and addresses of UHS graduates.

## **ARTICLE III. MEMBERSHIP, DUES, AND FUND RAISING**

### *Section 1. Regular and Honorary Membership*

Regular membership will be extended to anyone who has attended University High School. Honorary memberships may be granted by the Executive Board.

### *Section 2. Dues*

Membership will not be assessed dues.

### *Section 3. Fund Raising*

Persons desiring to make a financial contribution to help achieve the goals as stated in Article II may do so by contributing to the U-High Alumni Foundation Account at Illinois State University.

An annual solicitation of voluntary contributions will be made to fund operating expenses of the Association.

In cooperation with the Illinois State University Development Office, gifts will be sought which will directly benefit specified programs and activities at University High School.

#### **ARTICLE IV. EXECUTIVE BOARD, OFFICERS, AND BOARD MEMBERS**

##### *Section 1. Executive Board*

- A. Designation: The officers of the Association will comprise the voting members of the Executive Board. The Laboratory Schools superintendent, shall serve as non-voting, ex-officio member. The Executive Board shall have the power at any time to increase or diminish the number of members of this Board or to change the functions of the Board.
- B. Powers: The Executive Board shall have and may exercise all power in the management of the business and affairs of the Association. All minutes of the Executive Board shall be kept on file for reference by any member of the Association.
- C. Fiscal Agent: The Laboratory Schools superintendent will serve as the fiscal agent of the U-High Alumni Foundation Account. The fiscal agent shall review and have final approval of all expenditures requested by the Executive Board.
- D. Meetings: To pass a motion, a simple majority of those voting members in attendance is required. A quorum shall consist of 50 percent of the voting members.

##### *Section 2. Officers*

- A. Designation: The officers of the Association shall consist of a president, president elect, and secretary. The Executive Board may create and define the duties of other officers and may elect or appoint persons to fill such positions.
- B. Duties:
  - 1) *President*: The president shall preside at all the meetings of the Association; function as chairperson of the Executive Board; and discharge all the duties which evolve upon a presiding officer, such as appointing committee chairs for Association-sponsored activities. The president will also perform other duties as this Constitution or the Executive Board may prescribe.
  - 2) *President Elect*: The president elect shall perform all duties incumbent upon the president during the absence or disability of the president and shall perform such other duties as this Constitution or the Executive Board may prescribe. Following completion of the sitting president's term, the president elect will assume the office of president.
  - 3) *Secretary*: The secretary shall attend all meetings of the Association and the Executive Board and shall keep a true and complete record of the proceedings of such meetings and shall perform a like duty for all standing committees appointed by the

Executive Board, when required. The secretary shall attend to the giving and serving of all notices of the Association. The secretary shall perform such other duties as this Constitution or the Executive Board may prescribe.

- C. Terms of Service: The term of service for officers is one year for president, one year for president elect, and two years for secretary. The secretary's term will begin in even-numbered years.
- D. Succession of President Elect: The president elect will become president after the sitting president completes a one year term, at which time the sitting president will be retained as the past president with voting rights.
- E. Vacancies: Whenever any vacancy shall occur in any office by death, resignation, or creation of a new office, the vacancy shall be filled by the Executive Board, and the officer so elected or appointed shall hold office until his/her successor is chosen.
- F. Delegation of Authority: In case of absence of any officers of the Association, or for any other reason that the Board may deem sufficient, the Executive Board may delegate powers and duties of such officers to any other officer, for the time being, providing a majority of the Executive Board concurs.
- G. Compensation: Officers shall not receive any compensation for their services, other than reimbursement for out-of-pocket expenses as related to the business of the Association and as approved by the Executive Board.

### *Section 3. Board Members*

- A. Designation and Voting Rights: Committee chairs and other designated board members when appointed by the Executive Board and approved by the entire Board, will become voting members of the Board. These positions will include, but are not limited to Alumni Relations Coordinator, Awards Chair, Historian, Homecoming Chair, and Newsletter Editor. At-Large members are appointed for one year, non-voting terms which may be repeated.
- B. Terms of Service: These appointed positions will run for a term of two years.

### *Section 4. Nominating Committee*

The president elect will appoint and chair the Nominating Committee to fill any open positions on the Board. The Nominating Committee will consider candidates to be voted on and approved by the Board at the meeting two weeks prior to Homecoming. New officers will be announced at Homecoming at which time the new officers' terms of service will begin.

## **ARTICLE V. ASSOCIATION MEETINGS**

The Annual Meeting of the Association will be held in the fall of each year in conjunction with Homecoming activities at University High School.

It is the intent of this organization to conduct its business in open session whenever possible. However, the president shall have the authority to call an executive session to deal with any and all situations which are of a confidential nature. An executive session may be called by or at the request of the president or any two members of the Executive Board. Only Executive Board members are entitled to attend executive sessions. Other persons may attend by invitation of the president.

#### **ARTICLE VI. AMENDMENTS TO CONSTITUTION**

The power to make, alter, amend, or repeal this Constitution is vested in the Board. It shall be necessary in order to amend or repeal said Constitution that two-thirds (2/3) majority of the Executive Board shall vote affirmatively.

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