

Litchfield Alumni Association Constitution and Bylaws

CONSTITUTION

Name:

The name of the Association will be The Litchfield Alumni Association.

Purpose:

The purpose of the Litchfield Alumni Association is to promote Litchfield Community Schools, maintain contact with graduates of the school, and establish an annual gathering where the alumni can meet to remain in contact with everyone, known as the Alumni Banquet.

Membership:

Membership will include all graduates of Litchfield Community Schools and friends who would like to remain in contact with graduates.

Board of Directors:

Board of Directors will consist of interested members who volunteer to serve. Members of the Board shall be no less than nine (9) people, which will include a current graduating class representative, a 25 year class representative and a 50 year class representative. Board shall meet at least 2 times each year and can meet as often as required to carry out their duties.

Officers:

The Board of Directors will elect their own officers which shall be a President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and Nominating Committee of two (2) members (or such other officers as the Board deems necessary).

Vacancies:

Vacancies of the Board of Directors shall be filled by the Nominating Committee.

Amendments to Constitution:

Amendments can be made by a voice vote of those present at the Alumni Banquet.

Order of Business Meeting at the Alumni Banquet:

- President Calls Meeting to Order
- Pledge of Allegiance
- Report of the Secretary
- Report of the Treasurer
- Reports of Special Committees
- Miscellaneous Business

Meetings:

The annual meeting shall be the Alumni Banquet held on the Saturday before Memorial Day Monday.

Special meeting of the Alumni Association may be convened anytime during the year by call of the Board of Directors.

The members present shall constitute a quorum at any Alumni Banquet or special meeting.

Dues and Privileges of Members:

The dues for members of the Alumni Association shall be \$4.00 per year payable prior to the Alumni Banquet.

Duties of Officers:

President – The President or in his absence, the Vice President, shall preside over all meetings. During absence of President and Vice President, the Secretary or Treasurer may preside. The President shall, by virtue of the office, be chairman of the Board of Directors.

Vice President – The Vice President shall actively work with the President and shall perform the duties of the President during his absence.

Secretary – The Secretary shall conduct correspondence of the Association, records proceedings of the meetings of the annual Alumni Banquet meeting or special meetings of the Board, report those proceedings at the meetings and perform other duties as may be assigned by the Board of Directors.

Assistant Secretary – The Assistant Secretary will perform such duties as designated by the Secretary.

Treasurer – The Treasurer has custody of all dues and funds collected for the annual Alumni Banquet and disburse funds as directed by the Board of Directors to pay bills incurred by the Association, according to accounting standards.

Assistant Treasurer – The Assistant Treasurer will perform such duties as designated by the Treasurer.