

CONSTITUTION AND BY-LAWS
CAMERON HIGH SCHOOL ALUMNI ASSOCIATION
(2015 Revision)

Article 1: NAME

The name of the association shall be Cameron High School Alumni Association, Inc., Nashville, Tennessee, which hereafter will be referred to as the Cameron High Alumni Association, or Association, a non-profit tax exempt corporation in the State of Tennessee.

Article 2: PURPOSE

- To establish and maintain scholarships for deserving children.
- To cultivate and encourage high scholastic and ethical standards of alumni in the community.
- To promote unity and friendship among alumni.
- To study and help alleviate problems concerning community youth.
- To maintain a progressive interest in the school and be of service to the community
- To do any and all things permitted by the laws of the State of Tennessee or any other state or nation.
- To act as a resource for class activities.
- To encourage or initiate fund raising activities in order to fund scholarships for deserving high school students.
- To act as beneficiary and guardian of memorabilia.

This association is organized exclusively for charitable purposes, and was awarded exemption from Federal income tax under Section 501(c) (3) of the Internal Revenue Code and deemed a public charity in December 2009. As such, contributions to the organization are deductible under section 170 of the Code. Also, the organization is qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, or officers. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of the *Compliance Guide for 501(c)(3) Public Charities*, the organization shall not carry on any other activities not permitted by same.

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

Article 3: MEMBERSHIP

Regular members: All graduates and any person who has attended Cameron High School as a student, served as a member of the faculty or staff, or made a contribution and who meet all financial requirements and obligations of the Association may have voting privileges and hold an elected office.

Other persons with an interest in the goals of the Association, but have not met the financial requirement, may serve on committees and attend meetings but shall have no voting privilege nor be able to hold elected office.

Former faculty and staff persons willing to serve and assist in the operation and development of alumni affairs may serve as Advisors.

Article 4: DUES

A life time membership payment of \$100.00, payable in one lump sum or over a six (6)- month period, and an annual fund assessment of \$25.00, payable by August 31.

Article 5: BOARD OF DIRECTORS

The Cameron High Alumni Association shall be governed by a Board of Directors. The Board of Directors shall consist of thirteen individuals, all of whom shall be the current officers and the Advisors, who will serve in an ex officio capacity. All directors shall be elected for a terms of two years. The Officers of the Board shall be President, 1st Vice President, Recording Secretary, Corresponding Secretary, Chief Financial Officer, Treasurer, and Public Relations Officer, all of whom will make up the *Executive Committee*; and 2nd Vice President, Assistant Recording Secretary, Historian, Chaplain, Assistant Chaplain and Parliamentarian. Should a member of the Board of Directors fail to or be unable to fulfill the duties of office, an interim appointment shall be made in accordance with these By-Laws. Failure to perform duties, among other reasons, shall include three consecutive unexcused absences from regularly scheduled meetings.

The Board of Directors, upon the recommendation of the President, shall appoint a Publications Committee to be chaired by the editor of the newsletter. The duties of this committee shall be to: publish a newsletter three-to-four times a year with information provided directly by members, Class Representatives, Officers, or Committee Members. The newsletter will be mailed to all Association members. One complimentary newsletter will be sent to all newly located eligible individuals. Operating procedures for the newsletter will be developed by the Publications Committee.

The Board of Directors will approve, collect, maintain and sell memorabilia to Association members. If possible, the Association will obtain the copyright to all memorabilia it controls and sells. The President may establish an Ad Hoc Committee to handle memorabilia. The Executive Committee shall develop procedures for the control and sale of memorabilia. These procedures shall be presented to the full Board of Directors for review and approval.

Article 6: ELECTIONS

The Board of Directors shall be elected at the annual meeting held in even numbered years. It shall take office immediately following the election and shall serve for two years, or until a successor is elected or appointed.

Only persons who hold the status of “Life Time Member” can serve as a member of the Board of Directors.

Article 7: ABSENTEE BALLOT

In the case of an absentee ballot the following shall be observed:

- 1 Absentee ballots will be made available two weeks before the election, which is the regular meeting held on the 2nd Tuesday in June.
- 2 Absentee ballots must be received by the Association before the election.
- 3 Absentee ballots will be opened on Election Day to be counted and included in the total number of votes received.

Article 8: ELECTION APPEAL

If there is question about the election process, an appeal may be filed by any voter. The appeal shall be in writing and will be reviewed and/or heard by an ad hoc committee, appointed by the sitting President. The committee will notify the Board of Directors of its findings and make a recommendation regarding resolution. The Board of Directors shall issue a ruling which shall be final.

Article 9: MEETINGS

The Board of Directors meetings will be held on the 2nd Tuesday in each month. All call meetings are at the discretion of the President and a quorum of the Board of Directors must be present. These meetings shall be open to the membership, but attendees will not be eligible to vote on matters addressed. At least three times a year, a General Meeting of the Alumni Association shall be held with voting rights afforded all Life Time members present. In an election year, a special meeting shall be held to introduce the *new* Board of Directors.

Article 10: QUORUM

Nine members of the Board of Directors shall constitute a quorum.

Article 11: VACANCIES

If any elected office of the Board of Directors becomes vacant during the current term, or if any new office is created by an Amendment to this Constitution, the Board of Directors, by majority vote, shall choose a member to fill the vacancy for the unexpired term or to fill the newly created

office. This action shall occur at a regular meeting in situations where there is no designated successor (e.g., 2nd vice president) and the President has made a recommendation.

If the office of the President becomes vacant, it shall be filled by the 1st Vice President.

Article 12: DUTIES OF THE OFFICES OF THE BOARD OF DIRECTORS

President

The President shall preside at all meetings of the Association and the Board of Directors. Except as otherwise provided in the Constitution and By-Laws, he/she shall appoint all committees and instruct them in their duties, and serve as an ex-officio member to the committees. He/she shall exercise general supervision over the programs and activities of the Association, and propose new activities as he/she believes would further the objectives thereof. He/she may appoint, pro-temp, an officer in the place of any absentee officer at a meeting. He/she shall make a state of the Cameron High School Alumni Association report at the Annual Meeting which will be the first meeting after the Blue and Gold Ball which is the 2nd Tuesday in January. The purpose of the report is to inform the general membership of the year's activities. It is the responsibility of the President to appoint an election committee for the purpose of obtaining a slate of officers to be presented to the general membership. This committee should be appointed six months prior to the election which will be June of the even calendar year. The President shall be bonded.

1st Vice President

The First Vice President shall assist the President in carrying out the duties of his/her office, and shall serve as coordinator of all services provided to Association members. In the absence of the President, or in case of his/her inability to act, the 1st Vice President shall preside at meetings and perform all of the duties of the President. The 1st Vice President shall be bonded.

2nd Vice President

He/she shall assist the President in carrying out the duties of his/her office, and shall serve as coordinator of all services provided to schools and fund raising efforts of the Association. He/she is to perform the duties of the 1st Vice-President during his/her inability or upon request of the President. The 2nd Vice President shall oversee the Class Representatives and be their principal point of contact for Association activities. The 2nd Vice President shall be responsible for searching for Representatives for classes which have no representation; for liaison between all Class Representatives and the Board of Directors; for contacting each Class Representative at least twice a year to encourage the search for "lost" alumni; for providing yearly newsletters to classmates in the directory and sharing classmate information with the newsletter editor; for updating the Database Director with Class Representatives' names and addresses; and for updating the E-mail Director on E-mail Representatives' names and addresses. He/she shall serve as chairman of the Membership Drive; and perform other duties as assigned by the President. The 2nd Vice President shall be bonded.

Chief Financial Officer

The Chief Financial Officer is responsible for the following tasks: overseeing all accounting practices, including accounting, budget preparation, financial reporting, tax and audit functions; strategic financial planning and forecasting; as well as supervising investments and collaborating with other officers regarding fund raising. The Chief Financial Officer shall be bonded.

Recording Secretary

The Recording Secretary shall keep the Minutes of the meetings of the Association and of the Board of Directors; he/she shall prepare for the use of the President at any such meeting an agenda of the business to be transacted. He/she shall also keep lists of all standing and special committee members and chairman, and shall see that all reports passed in are properly dated and signed before being filed. He/she shall read the Minutes, and where needed, all reports and communications to be presented to the Association or the Directors. The Recording Secretary shall also maintain permanent files of all Minutes and electronically transfer the files needed for posting Minutes to the website. The Recording Secretary shall be responsible for the security of the Association's logo.

Assistant Recording Secretary

The Assistant Recording Secretary shall assist the recording secretary in carrying out the duties of the recording secretary; and serve in the absence of the recording secretary or in his/her inability to perform their duties.

Corresponding Secretary

The Corresponding Secretary shall, under the direction of the President, answer all correspondence other than that addressed to and involving a particular officer or committee, and maintain a file of such correspondence. He/she shall notify members and Directors of regular monthly meetings and shall present any proposed amendments to the Constitution or By-Laws to be acted upon. He/she shall see to the preparation and mailing of general notices. He/she shall coordinate membership database information with the newsletter editor. He/she shall familiarize himself/herself with The U.S. Postal Regulations and bulk mailing requirements as well as regularly check the Association's post office box.

Chaplain

The duties of the chaplain are to conduct all religious devotional programs, and such duties as usually pertain to this position.

Assistant Chaplain

The duties are to act in the absence of the chaplain.

Parliamentarian

The duties of the Parliamentarian shall be: To make sure all meetings are conducted according to Roberts Rules of Order; to see that all motions are properly carried; and to insure that Parliamentary Procedures are used in all meetings.

Treasurer

The Treasurer shall receive and give receipts for all funds of the Association and shall deposit them in the name of the Association, in a bank selected by the Board of Directors. He/she shall keep a checkbook in the usual form and retain all cancelled checks, maintain a file of all bills and vouchers paid, and books of account in which all receipts and disbursements of funds shall be entered. At each regular meeting of the Board of Directors, he/she shall have all such records and books at hand, and shall make a written monthly financial report to the Board, in which all receipts and disbursements shall be shown, and the beginning and ending balance. At the October meeting he/she shall submit to the Board an annual financial report, covering the period July 1 – June 30, which shall be the fiscal year. In the year in which a newly elected Treasurer shall succeed him/her, the outgoing Treasurer shall prepare for the incoming Treasurer a financial statement covering the period October 1 to the last day of the month immediately prior to the date of the incoming Treasurer assumes office. He/she shall present a brief financial report, which may be oral, to the Association at the Annual Meeting. There shall be a finance committee appointed by the Treasurer for the purpose of selecting a local audit firm, coordinate payments for awarded scholarships, and suggest appropriate investment vehicles for the Association excess funds. The Treasurer and Chief Financial Officer shall sign all checks drawn on the bank account of the Association for the expenditures of less than \$200.00, which shall be authorized by the Board of Directors or the Finance Committee. Checks in excess of \$200.00 will require the signatures of the Treasurer, Chief Financial Officer and another member of the Board of Directors. Other guidelines recommended by the Finance Committee will be followed. The Treasurer shall acknowledge all contributions made to the Association in accordance with tax exempt contribution regulations. The Treasurer and Finance Committee shall be bonded.

Historian

The Historian shall maintain archives of both school and Association memorabilia that include, but is not limited to, yearbooks, commencement programs, school newsletters, Association newsletters, Association directories and reunion mementos. These items shall be housed in the Cameron High School Association Archive's Room.

Public Relations Officer

The Public Relations Officer shall develop and present to the Board of Directors, for approval, a plan prior to implementation. He/she shall send notice of special affairs and events to the media; work with the editor of the alumni newsletter; and attend various gatherings where the information can be released.

Article 13: CLASS REPRESENTATIVES

Members interested in serving as Representatives of their class will notify the 2nd Vice President. The number of Representatives per class will normally be one but class size and distribution may necessitate two or more Representatives. Class Representatives may represent a group of class years if necessary for any given class to have representation.

The role of the Class Representatives shall be to promote communications between the various directors, officers and committee members and the members of their respective classes. Class representatives shall correspond directly with all "found" members of their class at least once a year.

Article 14: BENEVOLENCE

The Association shall send condolences to alumni members and their immediate family.

Article 15: AMENDMENTS

The Constitution and By-laws may be amended only at a Board of Directors' meeting by a quorum of members present.

Article 16: SUPERSEDURE

This document supersedes all previously made Constitutions and By-laws.

Revised January 2015