

Constitution for Fairfield Alumni Association (Leesburg, Ohio)

Article I-Name

The name of this organization is the Fairfield Alumni Association, (hereafter referred to as the "Alumni".)

Article II-Object

This organization is formed to promote the best interests of graduates of Fairfield/ Leesburg Local Schools by providing a means to keep records (names and contact information) for the members in each graduating class; to provide an opportunity for fellowship annually for those people collectively.

Article III-Membership

All persons who have been granted a high school diploma from Leesburg, Highland, Samantha or Fairfield high schools are considered to be members of the Alumni Association.

Article IV-Leadership

Leadership for the association will be provided by the "Alumni Committee," a group of alumni volunteers who are all members of the alumni association. The primary duty of the committee is to plan, prepare and present the annual Alumni Banquet and Meeting.

Article V-Dues

Dues may be established at the suggestion of the Alumni Committee and adopted with a majority vote of those in attendance at any annual Alumni Banquet and Meeting.

Article VI-Officers

The officers of the Alumni shall be president, secretary and treasurer. These positions will be held by members of the Alumni Committee selected in agreement by committee members. Additional committee chairpersons may be appointed by the president as deemed necessary.

Article VII-Duties of Officers

The duties of each officer shall be such as are generally exercised by such officers:

Section 1: President: The president shall preside at all meetings of the committee and at the annual meeting. He/she shall appoint other leadership positions (sub-committee chairs, etc.) as necessary. He/she shall become familiar with alumni resources and traditions.

Section 2: Secretary: The secretary shall record the activities of each Alumni Banquet meeting and each alumni committee meeting and provide that information to the president upon request and to each committee member at the next meeting. The secretary shall act as the assistant to the president. He/she shall provide the minutes from the previous year's Alumni Banquet to the members at the current year's Alumni Banquet.

Section 3: Treasurer: The treasurer shall have custody of the names and addresses of the Alumni membership and shall endeavor to update that information as changes become available. The treasurer shall supervise all receipts and expenditures of Alumni funds. He/she shall provide a financial report to the membership at the annual Alumni meeting. The treasurer shall keep, update, and store in the superintendent's office a record of all scholarships awarded and paid.

Article VIII-Changes to Constitution and Bylaws

Any part of the constitution and/or bylaws may be changed with the presentation of a standard motion, second, discussion and majority vote by the membership in attendance at an Alumni Banquet.

Bylaws

1. Membership on the alumni committee: The committee will consist of at least nine members – three new members selected each year for a three-year term insuring a continuation of experienced leadership. Members agreeing to serve on the alumni committee will generally represent their class in an honor year. Example: members will serve three years on committee – the year before the honor year (a learning year); the honor year (a doing year); and the year after (to share “how to” information with incoming members.) At-large members will be encouraged and welcomed.
2. Scholarship: The Alumni will present a total of \$4,000 in scholarship annually to the valedictorian(s) and the salutatorian(s) from the graduating class. The actual amount of each scholarship will be determined by the alumni committee each year depending on the number of students in each category. Each named scholarship recipient must be in attendance at the Alumni Banquet to receive his/her scholarship. Payment to students will be made upon receipt of a grade sheet from the first semester. The scholarship will be funded by donations from members and friends.
3. Dues: The dues are \$12.00 per person per year.
4. In the event that the designated treasurer finds the dual tasks of finance and membership to be cumbersome and/or excessive, the president shall seek and appoint (from the committee membership) a person to assume the duties of either finance or membership. The keeper of membership records will be responsible for creating a back-up electronic copy and a hard copy of such records to be stored in the superintendent’s office.