

SAMPSON HIGH SCHOOL ALUMNI ASSOCIATION, INCORPORATED
CLINTON, NORTH CAROLINA

(1973)

CONSTITUTION AND BY-LAWS

CONTENTS

ARTICLE I	NAME	PAGE 1
ARTICLE II	DURATION	PAGE 1
ARTICLE III	PURPOSE	PAGE 1-2
ARTICLE IV	MEMBERSHIP	PAGE 2-3
ARTICLE V	OFFICERS AND THEIR FUNCTIONS	PAGE 3-5
ARTICLE VI	ELECTION OF OFFICERS	PAGE 5
ARTICLE VII	BOARD OF DIRECTORS	PAGE 5-6
ARTICLE VIII	DISSOLUTION AND DISTRIBUTION OF ASSETS	PAGE 6

CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Sampson High School Alumni Association, Incorporated.

ARTICLE II: DURATION

This non-profit organization shall have perpetual duration.

ARTICLE III: PURPOSE

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|---------|-----|---|
| SECTION | 1.1 | To establish and administer a scholarship fund for needy and worthy youth in Clinton and/or Sampson County or descendents of Sampson High School alumni members. |
| | 1.2 | To encourage the establishment of various Sampson High School Alumni Association, Inc. chapters wherever Sampson High School graduates are located. |
| | 1.3 | To undertake fund raising drives or projects to support the scholarship fund and/or other community oriented projects deemed appropriate by the organization. |
| | 1.4 | To unite Sampson High School graduates in worthwhile endeavors to help themselves as well as others. |
| | 1.5 | To promote allegiance, support, and fidelity among all Sampson High School graduates. |
| SECTION | 2.1 | To establish and maintain continuous and periodic fellowship and association among Sampson High School graduates and friends. |
| SECTION | 3.1 | To provide assistance to individuals and groups engaged in civic, cultural and economic endeavors motivating the culturally deprived and economically disadvantaged to become self-sustaining members of the community. |
| | 3.2 | To assist in the beautification of the community and to help in any way in making the community a better place to live for everyone. |
| SECTION | 4.1 | To promote fellowship and extend acquaintanceship by means of social gatherings and lectures. |
| | 4.2 | To promote social intercourse among the members by means of dances, dinners, musicals, and other kindred forms of entertainment. |

SECTION 5 OTHER MEMBERSHIP

- 5.1 Other classifications of membership not in membership classes stated above will be determined by special organization committees or other special articles of these constitution and By-laws

ARTICLE V: OFFICERS AND THEIR FUNCTIONS

SECTION 1 The President shall:

- 1.1 be chairman of the Board of Directors
- 1.2 appoint all standing and special committees with the approval of the Board
- 1.3 be ex-officio a member of all committees except nomination.
- 1.4 perform all other duties pertaining to the office.
- 1.5 Local chapters shall determine the eligibility for participation in terms of local affairs.

SECTION 2 The Vice-President shall:

- 2.1 assume all duties of the President in the absence of the President
- 2.2 automatically become President should a vacancy occur in the office of the President.

SECTION 3 The Secretary shall:

- 3.1 keep an accurate list of names and addresses of all members
- 3.2 keep the minutes of all meetings of the Association and of the Board of Directors.
- 3.3 preserve all papers, letters, and transactions of the Association.
- 3.4 perform other duties designated by the President

SECTION 4 The Corresponding Secretary shall:

- 4.1 perform the duties of the Secretary in the absence of the Secretary.
- 4.2 conduct the general correspondence of the Association and the Board of Directors.
- 4.3 present a written report of any special correspondence at any regular meeting.

4.4 notify all members of the time and place of all meetings prior to the scheduled meetings.

4.5 perform other duties designated by the President

SECTION 5 The Treasurer shall:

5.1 receive dues and all other funds of the Association from the Financial Secretary.

5.2 pay bills only as have been approved by the President or some other member officially appointed to do so.

5.3 prepare a budget with the Budget Committee.

5.4 keep an itemized account of all receipts and disbursements.

5.5 give written reports at all regular meetings of the Board of Directors and the association.

5.6 submit records for auditing at least once per year

5.7 receive funds collected and recorded by the Financial Secretary.

5.8 deposit all funds in the name of the Association in a financial institution approved by the Board of Directors not later than three working days following receipt of such funds.

5.9 sign all checks, along with the President, written by and/or for the Association.

5.10 sign all checks, in the absence of the President, with the Business Manager written by and/or for the Association.

5.11 receipt all monies received from the Financial Secretary.

SECTION 6 The Financial Secretary shall:

6.1 collect and record all funds given to the Treasurer.

6.2 receive all incoming monies to the Association.

6.3 forward all collected monies to the National Treasurer within ten working days.

6.4 receive from the bank serving the Association a monthly statement.

SECTION 7 The Business Manager shall:

7.1 with the Treasurer sign in the absence of the President all check written by and/or for the Association.

- 7.2 obtain bids for work to be done at the Alumni Complex.
- 7.3 follow through on the work until it is completed.
- 7.4 see to the management of all alumni, business, as to the request of the President and the Board of Directors.

SECTION 8 The Parliamentarian shall assist in the conduct of the meetings according to the newly revised Robert's Rules of Order in all cases in which they are applicable and in which they are not in conflict with these Constitution/By-Laws.

ARTICLE VI: ELECTION OF OFFICERS

SECTION 1 The Officers shall:

- 1.1 be elected at the Association's Annual Reunion (Convention) in August 1974 or by mail ballot.
- 1.2 be elected every two years thereafter
- 1.3 be elected for a term of two years
- 1.4 be elected by a majority vote of the voting members present at the meeting or by mail ballot.

SECTION 2 All Officers on the slate must be financial

ARTICLE VII: BOARD OF DIRECTORS

SECTION 1 For the purpose of voting the Board of Directors shall consist of:

- 1.2 the elected National Officers
- 1.3 each Official Chapter's President
- 1.4 one representative chosen from each Chapter

SECTION 2 Each of those present in the above categories shall have one vote.

ARTICLE VIII: DISSOLUTION AND DISTRIBUTION OF ASSETS

SECTION 1 Dissolution

- 1.1 Should it become necessary for the Association to dissolve, such dissolution may be recommended by the Board of Directors and the question submitted to members at a duly called meeting.

- 1.2 A resolution to dissolve shall be adopted on receiving two-thirds of the votes to be cast by members present at the meeting.

SECTION 2 Distribution of Assets

- 2.1 On the dissolution, the assets of the Association shall be distributed according to a plan recommended by the Board of Directors.
- 2.2 This plan must be approved by two-thirds of the voting members present at a duly called meeting.

BY-LAWS

ARTICLE I	MEETING	PAGE 1-2
ARTICLE II	BOARD OF DIRECTORS	PAGE 2-3
ARTICLE III	OFFICES	PAGE 3-4
ARTICLE IV	COMMITTEES	PAGE 4-5
ARTICLE V	DUES	PAGE 5-6
ARTICLE VI	AMENDMENTS	PAGE 6

BY-LAWS

ARTICLE I: MEETINGS

SECTION 1 Board Meetings

- 1.1 National Officers shall meet at least twice in a fiscal year.
- 1.2 National Officers shall meet any other time deemed necessary by the National President.

SECTION 2 National Conventions (Reunions)

- 2.1 will be held every other year beginning August 1974.
- 2.2 will always be the second weekend in August.
- 2.3 will include at least three days (Friday, Saturday, and Sunday).

SECTION 3 Special Meetings

- 3.1 may be called by the President
- 3.2 may be called upon request of one-third of the Association's members.

SECTION 4 Notification of Meetings

- 4.1 written or printed notice of the place, day, dates, and hours of National and Board of Directors meetings shall be given to each member at least thirty (30) days prior to the meeting.

SECTION 5 Order of Business

- 5.1
 - A. Call to order
 - B. Reading of minutes
 - C. Communications from President
 - D. Report of the Treasurer

SECTION 2 Term of Office

- 2.1 Directors shall hold office for a term of two years.
- 2.2 Directors are subject to impeachment for inadequately performing prescribed duties.
- 2.3 Impeachment will become effective by a two-third vote of the Board of Directors.

- 2.4 The office of any member of the Board of Directors shall automatically become vacant if the member is absent from two consecutive meetings of the Board of Directors, unless excused by the Board.

SECTION 3 Meetings

- 3.1 Regular meeting of the Board shall be held at least twice in a fiscal year.
- 3.2 Special meetings may be called by the President when deemed necessary.
- 3.3 Directors shall be given thirty days advance notice of time, date, and place of meetings.
- 3.4 The Board can be called to meet by any of its members according to due procedures set forth in these By-laws.

SECTION 4 Composition

- 4.1 The Board of Directors shall consist of the National Elected Officers.
- 4.2 Each Chapter President shall be a member of the Board of Directors.
- 4.3 The Board will also consist of one representative from each active Chapter chosen by that Chapter.

SECTION 5 Voting

- 5.1 Each official member of the Board shall have one (1) vote.

ARTICLE III: OFFICES

SECTION 1 Term of Office

- 1.1 Offices enumerated in the Constitution shall serve a term of two years beginning in August 1974, or until a successor is elected.
- 1.2 An Elected Officer can only serve two consecutive terms.

SECTION 2 Vacancies

- 2.1 A vacancy in any office except that of President or Vice-President shall be filled by the Board of Directors.
- 2.2 All Officers and/or members shall deliver to the President all accounts, records, books, papers and other property of the Association within two weeks following changes in Officers or members leaving the Association for any reason.

ARTICLE IV: COMMITTEES

- SECTION 1 Composition and Action of Committees
- 1.1 There shall be standing committees which consist of at least three members.
- 1.2 The actions of the committees shall be subject to the approval of the Board.
- SECTION 2 Committees
- 2.1 Committee on Constitution and By-laws
- A. This committee shall receive all proposed amendments to the Constitution and By-laws of the Association.
- B. Proposed amendments shall be submitted for action to the voting body of the Association in accordance with provisions for amendments in these By-laws.
- 2.2 Committee on Finance
- A. This committee shall include the Treasurer, Business Manager, and Financial Secretary.
- 2.3 Membership Committee
- A. May consist of three or more members.
- B. Shall advise of ways and means of securing members and methods of organization for making such membership effective.
- 2.4 Nomination Committee
- A. Shall be elected from the floor during the first session of the National Convention.
- B. Shall prepare a ticket of nomination consisting of one or more names for each office to be filled and of names who have consented to serve if elected.
- C. Shall present the ballot at the appropriate time during the Convention.
- 2.5 Social Committee
- A. Shall plan the educational and social program for the Association.
- 2.6 Committee on Miscellaneous Affairs

- A. Shall send gifts, cards, flowers, telegrams, and/or other notations for occasions such as marriage, illness, death, and congratulatory.

2.7 Fundraising Committee

- A. Shall advise of ways and means of undertaking various fundraising projects and methods of organizing and making such projects effective.

2.8 Auditing Committee

- A. Shall consist of three members elected at the national convention.
- B. Shall audit the books at least once a fiscal year.

2.9 Scholarship Committee

- A. See guidelines for educational committee (Appendix A).

2.10 Newsletter Editor

2.11 Historian

ARTICLE V: DUES

SECTION 1 Dues shall be twenty dollars per fiscal year to be paid whenever feasible to the National Organization through the Local Chapters.

SECTION 2 Any member who fails to pay annual dues is not eligible for participation in National Organization functions.

SECTION 3 Dues are payable before July 30th of each fiscal year.

SECTION 4 Local Chapters shall determine the eligibility of member participation on local levels.

ARTICLE VI: AMENDMENTS

SECTION 1 Constitution

- 1.1 The Constitution may be amended by a resolution adopted by the Board of Directors submitted to the members at a duly called meeting.

- 1.2 A two-thirds vote of the members present and voting shall constitute approval of an amendment.

SECTION 2 By-laws

- 2.1 The By-laws may be amended by submitting proposed changes in writing to the