

BYLAWS
of
The Roosevelt 1992 Alumni Association

As established
September 6, 2006

ARTICLE I. Name

Section 1. The name of this organization shall be *The Roosevelt 1992 Alumni Association*.

ARTICLE II. Mission

Section 1. The mission of The Roosevelt 1992 Alumni Association is to foster and strengthen the relationship between the school its alumni and friends; to preserve and promote the school's traditions, purposes, growth and Alumni; and to keep alive the spirit of affection and reverence for our alma mater.

The Roosevelt 1992 Alumni Association furthers the interests and welfare of Roosevelt High School by promoting the fellowship and unity of the members of the class and by providing a means of contact with Roosevelt High School. The principal activities of the association are:

- Fostering communications and interactions among and between members through regular communications about the membership and by creating opportunities to contact one another.
- Fostering communications and interactions between the members and Roosevelt High School by informing members of school news, accomplishments, needs and scheduled events.
- Providing a structure through which the members can, as a whole, express opinions on school issues, participate in current school life, and support the school's established short term and long term goals.

ARTICLE III. Membership

Section 1. Membership in the Alumni Association shall include graduates of the Class of 1992 of Roosevelt High School in Honolulu, Hawaii; former students who were enrolled as part of that graduating class at any time during their high school years; faculty and staff of Roosevelt High School who interacted with students of the Class of 1992 of Roosevelt High School.

Section 2. All faculty and staff of Roosevelt High School between September 1988 and June 1992 shall receive honorary alumni status.

ARTICLE IV. Management

Section 1. The management of the Association and its activities shall be vested in its officers and its Board members. The Board shall have the power to appoint committees to carry out its purposes, to direct the officers of the Association and to fill the unexpired terms of the elected officers and the Board members at large.

Section 2. There shall be a maximum 12 members of the Board. Term of office for the Board members shall be for two years. A minimum of 4 Alumni Board members shall be elected annually at the annual, August meeting of the Association. All members of the Board shall be members of the Association.

Section 3. Each year member of the 1993 graduating class shall be selected and invited by the Alumni Board to serve a two-year term of office as a non-voting member of the Board.

Section 4. The Board shall meet at least three times each year.

Section 5. Vacancies on the Alumni Board shall be filled by the Board forthwith.

Section 6. Board members who miss two consecutive meetings will be contacted by the Board President, in writing, to determine the reason for their absences. The President, at his/her discretion, may recommend to the Board that the individual be asked to resign from membership. A majority vote by the Board at a duly called meeting is required to remove an individual from Board membership.

ARTICLE V. Officers

Section 1. The officers of the Association shall be president, vice president, secretary, treasurer, and historian. All officers shall be members of the Association.

Section 2. The officers shall be elected at the annual meeting of the Association. The term of office for president shall be a two-year term. There is no maximum of consecutive terms in the same office.

Section 3. In the event of a vacancy in the office of president, the vice president shall succeed to that office immediately. Vacancies in other offices shall be filled by the Board forthwith.

Section 4. An individual may hold more than one office concurrently except for that of president and vice president.

ARTICLE VI. Duties of Officers

Section 1. The president shall

1. preside at all meetings of the Association.
2. appoint standing and special committees.
3. be ex officio member of all committees.
4. represent the Association as required.
5. set the dates of all meetings of the Association with the approval of the Board.

6. submit an annual written report to the Association of the activities and programs of the Association.

Section 2. The vice president shall

1. assume the duties of the president in the absence of the president.
2. chair one of the standing committees.
3. assist the president where/when the president desires.

Section 3. The secretary shall

1. assume the duties of the vice president in the absence of the vice president.
2. document all meeting activity by maintaining an attendance log and transcribing minutes.
3. assist the president in developing meeting agendas.
4. be prepared to present a secretary's report during meetings, as well as present the semi-annual report for approval by the board.

Section 4. The treasurer shall

1. assume the duties of the secretary in the absence of the secretary.
2. collect, deposit and expend funds for the Alumni Association as requested and authorized by the president.
3. maintain the Alumni Association financial records in a complete and accurate method. The treasurer should balance the accounts each month and ensure that all documentation for income and disbursements is kept in order.
4. prepare mid-year financial reports to be presented to the Board.
5. prepare, sign and submit an annual financial statement for each fiscal year ending December 31. The money reported on hand on the opening day of each fiscal year, must agree exactly with the amount reported for the closing day of the previous year.

Section 5. The historian shall

1. assume the duties of the treasurer in the absence of the treasurer.
2. organize Alumni Association files and historical documents
3. prepare an annual scrapbook/yearbook for Special Events as necessary
4. preserve Alumni Association history
5. research and compile Alumni Association history
6. give historical information to requestors

ARTICLE VII. Committees

Section 1. The standing committee of the Alumni Association shall be the Special Events, Scholarship Award, and Services Committees.

Section 2. Standing committees shall be composed of a minimum of three members selected by members of the Alumni Board or by volunteers within the Membership.

Section 3. Standing committee members shall serve for one-year terms, which begin after the annual August meeting.

Section 4. A vacancy in any standing committee shall be filled by the officers forthwith.

Section 5. The Special Events Committee shall assist with The Alumni Association and the implementation of various alumni events (e.g. Reunions, etc.) on and off the Roosevelt High School campus.

Section 6. The Scholarship Award Committee has the responsibility for soliciting and selecting nominees from the current Roosevelt High School student body for the purpose of the Alumni Association's scholarship program. The scholarship award, at minimum, is a \$50 savings bond to be awarded every four years to a student selected from the current Roosevelt High School student body.

Section 7. The Alumni Services Committee shall, on an ongoing basis, survey alumni in regard to needs and interests relating to the service area. They will also be responsible for creating programs and Alumni Services that are responsive to alumni needs.

Section 8. The president shall have the power to appoint special committees as deemed necessary by the Board. The Board shall approve all committee appointments.

ARTICLE VIII. Meetings

Section 1. The Alumni Association shall meet annually for the purpose of doing business, hearing reports and conducting elections.

Section 2. Special meetings of the Alumni Association may be held at the call of the Board provided 30 days prior written notice is given to all members of the Alumni Association.

ARTICLE IX. Elections

Section 1. There shall be a nominating committee, consisting of the president, vice president, immediate past president, and one other Board member, who shall bring before the Board nominees for Board membership. Nominations for new and continuing Board members shall be solicited from members of the Board and the membership at-large, faculty, staff and administration.

Section 2. A majority vote by those present and voting shall be adequate for election of officers and Board members.

ARTICLE X. Quorum

Section 1. A majority of the members shall constitute a quorum (for a meeting of the Board).

ARTICLE XI. Rules of Order

Section 1. The president shall act as parliamentarian in all meetings.

Section 2. All parliamentary matters not specifically defined in these Bylaws shall be governed in accordance with Roberts Rules of Order.

ARTICLE XII. Amendments

Section 1. A majority vote of the Board of the Alumni Association at a regular meeting is required to amend these Bylaws provided 30 days prior written notice is given to all Board members. Proposed amendments to these Bylaws shall be submitted to the Board for consideration after they have been studied and recommended.

Section 2. Amendments to these Bylaws shall be announced via an electronic letter to the Membership.

ARTICLE XIII. Date of Effect

Section 1. These Bylaws shall be effective September 6, 2006.