

CONSTITUTION

ARTICLE 1: NAME

This organization shall be known as the Charlton-Pollard High School Alumni Association.

Section 1. School Colors – Royal Blue and White

Section 2. Charlton -Pollard High School Alumni Association is a non-profit organization with a 501C-7 status. The Charlton-Pollard High School Alumni Association Scholarship Fund is a separate entity with 501C-3 status. This ensures that donations made to the scholarship fund are tax exempt for the contributors.

Section 3. Motto: If you want the job done right, DO it with the mighty blue and white; remember it takes each and every one of us to make Charlton-Pollard great.

Section 4. Fight Song: “OH CHARLTON POLLARD”

ARTICLE II. MISSION STATEMENT

THE PURPOSE OF THIS ORGANIZATION SHALL BE:

1. To provide good relationships among members of the organization.
2. To perpetuate the name of Charlton-Pollard High School and the philosophy under which the school was organized and operated.
3. To serve as a Parent Body to support individual class organizations, to stimulate, encourage, and otherwise promote the organizing of classes, and to encourage and assist classes in maintaining a permanent organization.
4. To create among members an awareness of the needs of the community as a whole and to do something about them and visit a church selected by a drawing once a year.

ARTICLE III: MEMBERSHIP

Section 1. Graduates, former students, former teachers and former administrators of Charlton-Pollard High School are eligible to become members of this Association.

Section 2. Non-Alumni are eligible to become Associate members.

- A. Associate members must pay \$15.00 per year for dues.

- B. Associate members must pay the registration fee voted on by the Alumni Members to attend the Mass Reunion.
- C. Associate members cannot vote in a general meeting or hold an office in the Charlton-Pollard Alumni Association.

ARTICLE IV. OFFICERS

Section 1. The Charlton-Pollard Alumni Association shall be governed by elected officers. The elected officers shall be:

President
Treasurer
1st Vice President
Assistant Treasurer
2nd Vice President
Business Manager
Recording Secretary
Assistant Business Manager
Assistant Recording Secretary
Corresponding Secretary
Financial Secretary
Chaplain
Assistant Financial Secretary
Sergeant-at-arms
Parliamentarian
Public Relations Director

DUTIES OF OFFICERS

PRESIDENT - The president shall preside at the meetings of the Association and of the Executive Board, call special meetings, and appoint Standing and Special Committees except Nominating Committee which shall be appointed by the Executive Board. The president shall serve as an ex-officio member of all committees except the Nominating Committee. The president shall have basic knowledge of Parliamentary Law and the organization's By-Laws. He/She also organizes, delegates, and supervises but does not interfere and is always impartial. He/She shall represent the Association at any function with or without the Business Manager. The president has all the general powers and duties that come with the office of president, including the power to appoint people to vacant positions.

FIRST VICE PRESIDENT – In the absence of the president, He/She shall perform the duties of the president. He/She shall also serve as the Chairperson of the Activities Committees.

SECOND VICE PRESIDENT – In the absence of the President and the First Vice President shall perform the duties of the President. He/She shall also serve as the Chairperson of the Membership, Registration and Hospitality Committees.

RECORDING SECRETARY - Shall be responsible for the creation of all minutes for both Executive Board and general meetings. The recording secretary should also keep the records of recommendations and if permitted by the By-Laws and other governing documents, decisions by committees created by the Board and attend all other duties usually assigned to this office.

ASSISTANT RECORDING SECRETARY – Shall perform the duties of the Recording Secretary in his/her absence.

TREASURER – Shall have charge of all funds belonging to the Association and shall keep an accurate record of receipts and expenditures. Shall expend money by check which has been co-signed by the President and Treasurer or Assistant Treasurer and Treasurer. The treasurer shall read and file a monthly written report at each regular meeting, covering the period from last meeting. The Treasurer should ensure that proper records are kept.

ASSISTANT TREASURER – Shall perform all the duties of the Treasurer in his/her absence. Shall assist with collection of monies at each meeting.

FINANCIAL SECRETARY - Shall collect, record and ensure all monies paid by alumni are accurate before handing over to the treasurer. He/She shall maintain distinct records for membership dues and registration fee independently. A receipt must be written and kept on file. All monies paid must have corresponding report with name, any address correction and graduating year included. Duties shall include checking the P. O. Box for correspondence, ensuring that the treasurer receives all bills, and ensuring that website information regarding dues and registration are correct and reported in a timely manner.

ASSISTANT FINANCIAL SECRETARY - Shall perform all duties of the Financial Secretary in his/her absence and assist with written reports, writing receipts, etc. when needed.

CORRESPONDING SECRETARY – Shall collect data and create newsletter when deemed necessary by Alumni. He/She shall be responsible for printing and mailing of newsletter and to the best of his/her ability ensure that all mailing addresses are correct.

PUBLIC RELATIONS MANAGER – Shall handle the external face of the Association to the media, community, and other sectors of society. He/She shall also be responsible for mitigating any negative public reaction. Public Relations manager also shall work to market the Association at public events when needed.

BUSINESS MANAGER – Shall be responsible for directing resources in the most efficient manner with vendors for the reunion and any other venture decided upon by the body. He/She shall plan and organize functions or resources to advance toward goals of the Association. He/She shall also lead Alumni contract negotiations and make every effort to bring in the President and/or Vice President.

ASSISTANCE BUSINESS MANAGER – Shall perform all the duties of the Business Manager in his/her absence.

CHAPLAIN – Shall facilitate the spiritual health and growth of the Association in prayer and supplication at each meeting.

SGT-AT-ARMS – Shall be responsible to maintain order within the Association at all times. He/She shall ensure all members maintain proper composure and adhere to by-laws while speaking.

REMOVAL OF AN OFFICER

An officer can be removed from office for one of the following reasons:

- a. Missing four (4) consecutive meetings without an excused absence from the President.
- b. Submission of a letter of resignation

ARTICLE V: ELECTION

Section 1.

The officers of this Association shall be elected every three years. The Nominating Committee shall consist of five (5) members in good financial standing selected by the Executive Board. The five (5) members will be selected from the years listed: 1 (50's), 2 (60's), 2 (70's). The Alumni President will appoint the committee's chairperson and ensure that the individual have a basic knowledge of parliamentary law and the organization's by-laws. The alumni president will not serve as an ex-officio member of the Nominating Committee. The Nominating Committee will prepare and recommend a list of candidates and nominations will be accepted from the floor. A candidate must be in good financial standing. Officers shall be selected by secret ballot. Members in good financial standing shall be eligible to vote in the election of officers. No officer shall serve two (2) consecutive terms in the same position.

The list of candidates shall be presented in SEPTEMBER following the previous reunion. Nominations from the floor will be taken at this time. VOTING will be in OCTOBER and election results will be given in NOVEMBER in a general meeting. Newly elected officers will take office in JANUARY.

Section 2.

Ballots are not allowed in the general assembly.
All ballots should be numbered and accounted for, even the unused ballots.
A current list of members qualified to vote should be on site.
Unofficial ballots are not allowed in the building.
No electioneering in the building where the election is taking place.
Verified ballots should be placed in a secure locked receptacle.

Section 3.

Election Committee shall consist of members appointed by the Executive Board and not candidates.

ARTICLE VI: MEETINGS

Section 1.

Regular Meeting: This Association shall hold regular meetings on the third Thursday of designated months unless otherwise specified. (or each month)

Section 2.

Special Meeting: The president has the authority to call special meetings. Seven (7) or more members may request, in writing, a special meeting. Such members must be in good financial standing in order to request the meeting.

Section 3.

No person shall speak more than two (2) minutes after having been recognized by the chairperson. Such member cannot speak again on the same subject until all those waiting to speak have had a chance to speak.

ARTICLE VII: AMENDMENT

The Constitution and By Laws of this Association may be amended at any regular meeting by two-thirds of the members present, provided the amendment proposed has been presented in writing to the President and given to the by-laws committee. Amendments to the Constitution and Bylaws of this Association shall include the date(s) of revision printed with this document and the names of the committee.

BY-LAWS

ARTICLE 1: COMMITTEES

Section 1

Committees shall be of two kinds: Standing and Special

Section 2

Duties of the Executive Board: The Executive Board has the authority to discharge business between meetings but cannot supersede actions taken by the organization.

Section 3

The Standing Committee will be made up of the Membership, Memorial Grounds, and Constitution By-Laws. These committees will function continuously.

Section 4

Financial Committee: consists of the Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Business Manager, and Assistant Business Manager. All outstanding bills should be paid no later than the regularly scheduled meeting in September. This Committee shall assemble and present all books to a selected CPA to be audited no later than the regularly scheduled meeting in October. The Treasurer and Financial Secretary shall be available for any questions or concerns the CPA may have.

Section 5

The Activities Committee shall consist of the 1st Vice President as Chairperson and two (2) members appointed by the President. This committee is responsible for coordinating a list of activities that will be brought to a general meeting for approval.

Section 6

Membership Committee shall consist of the 2nd Vice President as Chairperson and six (6) members appointed by the President. This committee is responsible for coordinating all activities pertaining to membership inclusive of associate members.

Section 7

Benevolence Committee shall consist of three (3) members appointed by the President. The committee will be responsible for writing and sending a resolution of condolence to the family of a deceased member or immediate family of a member. Immediate family is defined as spouse, parents, children, or siblings. The alumni

president will be notified promptly and given the necessary information to share with Benevolent Committee.

ARTICLE II: QUORUM

A quorum of all meetings of the Association shall consist of at least fifteen (15) active members in good standing. This Quorum must include the President, 1st Vice President or 2nd Vice President.

ARTICLE III: DUES

Section 1

Yearly membership dues shall be paid by March 31 of each year. The membership dues amount is determined by the members in good standing with a majority approval. Membership dues cover the ongoing expenses of the organization, excluding reunion costs.

Section 2

All executive board members must have three (3) years dues paid within three (3) months of their election or appointment.

ARTICLE IV: FINANCIAL RESPONSIBILITY

Section 1

The Treasurer, President, Financial Secretary, Assistant Treasurer and Assistant Financial Secretary handling alumni funds shall be bonded in an amount not to exceed \$100,000.

ARTICLE V: AUTHORITY

ACADEMIC AWARD

An academic award will be established by the CPHS Alumni Association

CHURCH SERVICE

- A. A \$100.00 donation will be presented at the Alumni Association's worship service once a year. The Church will be determined by a random drawing of interested Alumni members.
- B. The church worship service choice for a calendar year cannot be in the selection process the next calendar year.

REFUNDS

- A. Request for refunds of Registration fees must be presented in writing prior to the start of the reunion.
- B. Refunds will be issued on a case-by-case basis after the reunion.

COMPLIMENTARY HOTEL ROOM ORDER OF OCCUPANCY BY AVAILABILITY:

- 1. President**
- 2. Registration**
- 3. Treasurer**
- 4. Financial Secretary**
- 5. Business Manager**
- 6. Recording Secretary**
- 7. T-Shirt Committee Chairperson**
- 8. 1st Vice President**
- 9. 2nd Vice President**
- 10. Hospitality**
- 11. Assistant Treasurer**
- 12. Assistant Financial Secretary**
- 13. Corresponding Secretary**
- 14. Assistant Corresponding Secretary (xxxx)**
- 15. Assistant Business Manager**
- 16. Sgt. At Arms**
- 17. Public Relations Manager**
- 18. Assistant Public Relations Mgr (xxx)**
- 19. Chaplain**
- 20. Assistant Chaplain. (xxx)**
- 21. Parliamentarian**

“You must be an active Executive Board member in order to get a room.”

Amended January 2011

Amendments May 14, 2024

CONSTITUTION

Article 1 – Section 2

ARTICLE III: MEMBERSHIP – Section 1 & Section 2

ARTICLE IV. OFFICERS – Section 1

DUTIES OF OFFICERS

REMOVAL OF OFFICERS

ARTICLE V: ELECTION – Section 1

ARTICLE VII AMENDMENT

BY LAWS

ARTICLE II – QUORUM

ARTICLE III – DUES – SECTION 2

ARTICLE IV – FINANCIAL RESPONSIBILITY SECTION 1

ACADEMIC AWARD

REFUNDS

CONSTITUTION AND BY-LAWS COMMITTEE MEMBERS. START DATE

APRIL 2024 & Completed on May 14th, 2024

ED Clark (73). Chairperson

Milton Chatham (54)

Lorene Malbrough (56)

Jackie Hughes (66)

Robert Dunn (70)

Stephen Daigre (71)