

University City High School Alumni Association By-Laws

AMENDED September 19, 2007

I. ALUMNI ASSOCIATION

The University City High School Alumni Association (UCHS AA) is the official group of affiliation for graduates of University City High School (UCHS) and interested individuals, and is recognized as such by the School District of University City, Missouri (UCSD). The UCHS AA adheres to the UCSD's Title IX and Section 504 nondiscrimination policy.

II. MISSION STATEMENT

The University City High School Alumni Association (UCHS AA) proudly supports the School District of University City and the community through advocacy, volunteerism, facilitation of communication and preservation of the spirit and traditions of University City High School.

III. MEMBERSHIP

The UCHS AA considers an individual to be a member when his/her membership application is accepted with payment in full of the current year's dues. When an enrollment is processed on or after September 1st, the individual is considered PAID for the remainder of the current year as well as the for the entire following year.

Members who joined the association prior to December 31, 2004, and who remain current in their dues are considered to be "**Charter Members.**"

To be considered a Member in "**Good Standing**" an individual must not only be current in his/her membership dues, but must also have no outstanding debts to the UCHS AA.

There are three classifications of membership:

- **Graduate** - a Member who received a diploma from UCHS, verifiable by UCHS and/or UCSD.
- **Classmate** - a Member who attended - but did not graduate from - UCHS, and who affiliates with a specific class year.
- **Alumni By Choice** - a Member who joins the UCHS AA but is not a Graduate or Classmate.

IV. EXECUTIVE COUNCIL

The Executive Council is the core group charged with planning and implementation of events and actions which satisfy the mission of the UCHS AA. The Executive Council is comprised of Officers, Committee Chairpersons, At-Large Members, the Immediate Past President, and Ex-Officio Members.

Officers

Officers must be Members in Good Standing. The President must be a Graduate; all other officers may be a Graduate or Classmate. To be eligible for nomination as an Officer, an individual must have served one full year on the Board. Regular communications of the four officers will be maintained, with meetings convened as needed.

- **President** - Convenes and presides over meetings of the Executive Council, working in consultation with the Officers and Ex Officio members to create strategies for satisfying the mission of UCHS AA. Represents the UCHS AA as needed. Actively participates in identification, solicitation and orientation of Committee Chairpersons and Alumni Ambassadors. Appoints At-Large members. Once term of office ends, becomes the Immediate Past President, unless reelected to second term of office.

- **Vice President** - When President can not attend meetings, serves in his/her stead. Participates in strategic planning. Serve as liaison to sub-committees as needed.
- **Recording Secretary** - Prepares and disseminates Agenda, and records and disseminates Minutes for monthly Executive Council meetings and for Alumni Board meetings.
- **Treasurer** - Maintains bank account(s), deposits income, pays bills and prepares monthly Income/Expense Reports for Executive Council meetings. Maintains 501(c)(3) compliance. Completes annual tax forms and other required reports. Participates in decision making regarding any investment income.

Committee Chairpersons

Committee Chairpersons and Co-Chairpersons are appointed by the Officers and are voting members of the Executive Council. They are expected to:

1. Provide written summary reports at each Executive Council Meeting
2. Submit an annual budget for approval by the Executive Council AND then provide detailed accounting of all income/expenses with original receipts.
3. Schedule committee meetings at least 4 times per year AND provide no less than one week's notice to invitees.
4. Maintain detailed minutes of each committee meeting, and submit a copy to the President within 72 hours of the meeting.

Chairpersons may appoint individuals to chair sub-committees; these individuals must be Members in Good Standing and may attend Executive Council meetings but will NOT be voting members of the Council. Anyone serving on or overseeing a committee must be a Member in Good Standing.

STANDING COMMITTEES:

Communications Committee - Responsible for the following:

1. ClassActs Magazine - Produces no less than 3 issues per year.
2. UCHS AA Website - Oversees content, layout and maintenance
3. EBlasts - Generated monthly

Fundraising Committee (Chairperson and Co-Chairperson) - Identifies, implements and administers all revenue producing campaigns, including - but not limited to:

1. Special Events (including The Big "Labor Day" Dance)
2. Corporate solicitations and sponsorships
3. Annual giving program
4. Other fundraising opportunities

Historical Committee -

1. Gathers and maintains information about the UCSD, UCHS and alumni, and shares with *ClassActs* sub-committee
2. Maintains scrapbook(s) for UCHS AA.
3. Obtains and maintains written and photographic materials as relate to the history of UCHS, its students and its staff. Where feasible, helps to secure and safeguard objects of historical significance.
4. Helps Ex Officio members to identify alumni who are making significant contributions and/or are worthy of special recognition.
5. Serves on *ClassActs* sub-committee.

Membership Committee (Chairperson and Co-Chairperson) - Develops and implements membership acquisition and retention campaigns, including:

1. Recruitment of new members and sharing of updates/info with database
2. Mailing of New Member Welcome Kit (NMWK)
3. Identify and secure membership benefits
4. Research and oversee production of annual membership incentive item
5. Sends out annual renewal statements
6. Coordinate quarterly Happy Hours
7. Coordinate annual picnic

Outreach Committee

1. Identifies and oversees Alumni Ambassadors
2. Serves as liaison to class reunions, providing information, literature and UCHS AA “staffing” as requested
3. Maintains alumni database
4. Arranges for representation at non-UCHS AA events as requested.

AD HOC COMMITTEES:

Ad Hoc committees will be designated by the Officers as needed, and will meet for whatever duration of time is necessary in order to accomplish the assigned task. While there may be a Chairperson of this committee, s/he will NOT be a voting member of the Executive Council UNLESS they hold another position which carries this right.

1. **Bylaws Review Committee**
2. **Nominating Committee**
3. **Strategic Planning Committee**

At- Large Members

Three (3) individuals, appointed by the President and approved by the Officers, for a two-year term. Must be a Member in Good Standing. May be a Graduate, Classmate or Alumni By Choice.

Immediate Past President

The individual who last served a full term as President prior to the current President. Must be a Member in Good Standing.

Ex-Officio Members

Ex-Officio members are voting members of the executive council. Ex-Officio are:

- **UCSD Superintendent**
- **UCSD School Board Representative**
- **UCSD Staff Liaison**
- **UCHS Principal**

V. TERMS OF OFFICE

Terms of office will be for a calendar year (January - December).

- **Officers** - Term of office will run for two calendar years UNLESS the individual resigns or is relieved of his/her duties earlier; in such cases, a replacement will be appointed by the President, in consultation with the Officers, for remaining months until the next election. Each officer may be elected to the same position for two consecutive terms provided s/he meets all the requirements of the office. After a minimum of a two year hiatus, an individual may be elected again to a position s/he previously held.
- **Committee Chairpersons** - Term will run for two calendar years UNLESS the individual resigns or is relieved of his/her duties earlier; in such cases, a replacement will be appointed by the Officers. Each Chairperson may serve in the same position for

two consecutive terms provided s/he meets all the requirements of the office. After a minimum of a two year hiatus, an individual may be appointed again to a position s/he previously held.

- **At Large Members** - Term will run for two calendar years UNLESS the individual resigns or is relieved of his/her duties earlier; in such cases, a replacement will be appointed by the President. Each At Large Member may serve for two consecutive terms provided s/he meets all the requirements of the position. After a minimum of a two year hiatus, an individual may be appointed again to a position s/he previously held.

VI. UCHS AA BOARD

The UCHS AA Board is comprised of all current Executive Council members, Past Presidents and Alumni Ambassadors.

- **Past President** - Members in Good Standing who previously served at least one full term as President of the UCHS AA.
- **Alumni Ambassadors** - Two (2) individuals from each UCHS graduating class, who serve as the liaison to their classmates and for their class reunions. Must be a Graduate or Classmate Member in Good Standing.

VII. MEETINGS

The UCHS AA Executive Council will convene monthly. These meeting will be open to the public. Robert's Rules of Order shall apply.

Decisions will be made by simple majority vote of UCHS AA Executive Council members, so long as a quorum of 50 percent or more is present. Each person gets only one vote even if they hold more than one position on the Council. The President will abstain from voting except to break a tie.

Officers, Chairpersons and At-Large Members may not have more than three (3) consecutive excused absences OR three (3) accumulated unexcused absences per year. Failure to satisfy attendance requirements will result in removal from the Executive Council.

The Alumni Board will convene annually. All other communications and decision making will be handled by telephone, U. S. Mail or e-mail.

VIII. NOMINATIONS/ELECTIONS

The Nominating Committee is an Ad-Hoc committee composed of the current Ex-Officio members, Past Presidents and Current President - if not seeking reelection - of the UCHS AA.

Prior to the September meeting in odd numbered years, the Nominating Committee will convene, and select a Chairperson. The Secretary will solicit nominations from the UCHS AA Board. Nominations will be sent to the Committee, who will verify eligibility and acceptance of the nomination, then present a slate of all eligible candidates to the Executive Council at the October meeting. The Committee will then send ballots that reflect the slate to all members of the UCHS AA Board with a deadline for receipt of votes. Returned ballots will be tabulated by the Committee. Only ballots returned by the deadline will be tabulated. Election is by simple majority of votes cast in favor of the candidates.

If there are more than two candidates for an office and no candidate receives a simple majority, there will be a runoff election between the top two candidates, using the same balloting procedure as for the initial election. If there are two candidates (either in an initial election or an initial runoff election) and the vote is tied, there will be a runoff election

between the two candidates, using the same balloting procedure as for the initial election. If there is one candidate and that candidate receives no votes, then the President will appoint an eligible person to fill the position.

Unless contested, details of individual ballots and totals will remain confidential. The final results will be announced at the meeting following the receipt of votes, with officer installation on a date prior to the beginning of the term of office.

IX. EFFECTIVE DATE

These by-laws will become effective by a majority vote of the current Executive Council members present at the May 19, 2005, meeting and become effective June 1, 2005. Where descriptions remain the same, those persons currently filling positions will continue through December 31, 2005, but will need to be reelected/reappointed as per the By-Laws. Where descriptions have changed, the President will appoint individuals to serve through December 31, 2005, with the understanding that these individuals will be eligible for reelection/reappointment for their first full term as per the By-Laws.

The School District of University City commits itself to the policy that there shall be no unlawful discrimination against any person on the basis of age, race, color, national origin, ethnicity, religion, disability, gender, sexual orientation or perceived sexual orientation. The contact person for comments or complaints is Charles Nicastro, Coordinator, Title IX and Section 504 education programs and activities, 290-4023.