

I.C. NORCOM HIGH SCHOOL ALUMNI ASSOCIATION, INC.

CONSTITUTION AND BY-LAWS

Association Authors

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CONSTITUTION AND BY-LAWS
I.C. NORCOM HIGH SCHOOL ALUMNI ASSOCIATION, INC.

Article I. Name

The name of this organization is I.C. Norcom High School Alumni Association, Incorporated.

Article II. Purposes

Section 1. Primary Purposes

The primary purpose of the I. C. Norcom High School Alumni Association, Incorporated is to promote, by organized effort, the best interests of the school and those identified with it.

Section 2. Secondary Purposes

The secondary purposes of the I.C. Norcom High School Alumni Association, Inc. include:

- a. Promoting Fellowship
- b. Keeping in touch with the alma mater
- c. Fostering student promotion
- d. Aiding in the parents programs
- e. Perpetuating alumni relations

Article III. Membership

Section 1. Member

Membership in the alumni association will be classified as follows:

Regular Membership, Honorary Membership, Associate Membership, and Lifetime Membership.

Section 2. Delineation of Membership

- a. Regular Membership – An individual who must have either attended or graduated from I. C. Norcom High School.
- b. Honorary Membership - Must be reserved for occasions where an individual has rendered extraordinary service to the alumni association.

c. Associate Membership – reserved for individuals who are considered “friends” of I.C. Norcom High School, its objectives and program. Associate members are not voting members but may attend public meetings of the association.

d. Lifetime Membership – an individual who must have either attended or graduated from I. C. Norcom High School and who pays the one-time, non-transferable fee of \$350.00. No other membership dues are required.

Individual who meet the criteria as a regular member, lifetime member, and honorary member have the following rights and are expected to abide by the duties pertaining thereto:

Rights

- a. To offer any motion relevant to the association in its business.
- b. To debate and discuss any motion being considered.
- c. To call the body to order.
- d. To hold the floor until finished speaking.
- e. To appeal decisions of the chair to the body.

Duties

- a. To obtain floor before speaking.
- b. To stand when speaking.
- c. To avoid matters not before the body.
- d. To talk on the question before the body only.
- e. To agree to calls for order.
- f. To refrain from personal references in debate and any disruptive conduct.

Section 4. **Membership Dues**

Dues should be payable annually at the January meeting. Ineligible former members are not authorized to vote or hold office. Dues will be as follows:

- a. Regular Member \$15.00
- b. Associate Member \$10.00

- c. Honorary Member no dues
- d. Lifetime Member \$350.00 (a one-time, non-transferable fee). No other membership dues are required.
 - 1. Increments must be paid in installments of \$50.00 or more.
 - 2. When paid in full, Lifetime Members will receive:
 - a. a maroon and gray certificate
 - b. a plastic membership card
 - c. a plaque
 - 3. Lifetime Membership does not exempt one from all other activity fees.

Article IV. Power and Duties of Officers

Section 1. Titles

The following officers shall comprise the alumni association: President, Vice President, Secretary, Financial Secretary, Treasurer, Reporter-Historian, and Chaplain.

Section 2. Eligibility

- a. President – The president must be a graduate of I.C. Norcom High School or must have attended the school for two (2) years and have subsequently been graduated from an accredited high school program. The president should be a person who has had experience in presiding over meetings and a general knowledge of parliamentary procedures. The president will preside over all meetings and will be bound by the normal rules of parliamentary procedures, except as may be altered herein, the association's constitution and by an agenda. The president will preside over all meetings of the executive committee and shall be an ax-officio member of all committees except the nominating committee. The president will select committee chairmen and work with each to develop specific goals and/or objectives for the particular committee. The president will work very closely with each officer in planning and administering the program of the association.
- b. Vice President – Duties of the Vice President must meet the same qualifications as the President and be ready to assume the President's role.
- c. Secretary – The Secretary must be a graduate of I.C. Norcom High School or must have attended the school for two (2) years and have subsequently been graduated from an accredited high school program. The secretary's job calls for an industrious, hard-working member who is willing to devote a considerable amount of time to the association. The secretary should be able to take brief notes that can easily be transcribed to give an accurate record of all the association's meetings and meetings of the executive board. The secretary shall notify all officers and committee chairmen of their appointments. The secretary shall keep a notebook of (1) all the association's

proceedings, (2) incoming and outgoing correspondence, (3) a copy of the association's constitution and by-laws, (4) roll of membership, (5) listings of all committees, and their chairmen and their membership, and (6) other records and reports that might need referral. The secretary should prepare the agenda or order of business which is subject to the approval of the president.

- d. Treasurer – The treasurer must be a graduate of I.C. Norcom High School or must have attended the school for two (2) years and have subsequently been graduated from an accredited high school program. The treasurer should be a dependable, hard-working member with some knowledge of record-keeping and simple bookkeeping. The treasurer should (1) properly bank all the association's income and (2) pay all duly authorized expenditures of the association.
- e. Financial Secretary - The financial secretary must be a graduate of I.C. Norcom High School or must have attended the school for two (2) years and have subsequently been graduated from an accredited high school program. The financial secretary should work with the treasurer to help carry out the duties of that office. The financial secretary should review reports and records of the treasurer. The financial secretary shall serve as a member of the finance committee. The financial secretary should help guide the association in maintaining a workable budget. The financial secretary shall issue membership cards, receive, record and turn over income from all sources to the treasurer, send out statements and prepare financial reports for each meeting.
- f. Reporter - Historian – The reporter-historian must have attended I. C. Norcom High School. The reporter-historian shall prepare news releases of important events, and should keep a record of events that specifically relate to the association. The reporter-historian shall prepare a yearly report of events related to the association. The reporter-historian will be appointed by the incoming president.
- g. Chaplain – The chaplain must have attended I. C. Norcom High School. The chaplain shall offer inspirational messages at the opening and closing of all association meetings. The chaplain will be appointed by the incoming president.

Section 3, Election and Terms

The officers will be nominated in October, elected in November, installed in December and take office in January.

You must be an active/financial member for at least one year before holding an office.

Officers to be elected initially shall be president, vice president, secretary, financial secretary, treasurer, reporter-historian, and chaplain.

Section 4. Vacancies

Vacancies that occur for the secretary, treasurer, and financial secretary will be filled by the action of the executive committee. Such action must be ratified by a simple majority within thirty (30) days following the emergency.

Articles V. Meetings

Section 1. Regular Meetings

Initially meetings will be held on Tuesdays until the officers have been elected. Subsequent meetings will be held on the first Tuesday of each month. On Election Day, the meeting will be held on the following Tuesday of that month.

Section 2. Special Meetings

Special meetings may be called by the President on as needed basis.

Section 3. Quorum

Provided that an announcement of a regular or special meeting has been made in a local continuing scheduled newspaper, or an announcement made on public radio at least six (6) times, or announcement mailed to the homes of all duly authorized members, a quorum will constitute those members present provided that the number present is not fewer than (10) ten.

Article VI. Executive Committee

Section 1. Membership

The executive committee shall be composed to the officers of the association and the standing committee chairperson. Standing committees are defined in Article IX, Section 1.

Section 2. Meetings

Executive committee meetings shall be held when appropriate, a minimum of seven (7) days prior to the first Tuesday of each month. Emergency meetings may be called at the discretion of the President.

Section 3. Duties

The executive committee shall be the primary fact-finding body of the alumni association. Matters that require research and/or study shall be referred to the executive committee. The

executive committee shall maintain a work file on every item considered and a report made to the association of each item after it has been considered for sixty (60) days.

Article VII. Finances

There shall be a total of four (4) signatures on the bank signature card. There must be at least two (2) signatures on checks and one of which must be the treasurer. The other signature may be the president, vice-president, or secretary. Except for the president and the treasurer, in emergency situations only, other elected officers who are authorized to sign checks for the alumni association must be signed at a regular or special meeting of the association.

The fiscal year shall be February 1 to January 31.

Article VIII. Funding Requests

All funding requests submitted to the I.C. Norcom Alumni Association, Inc. should be typewritten and signed by an appropriate official.

Article IX. Committees

Section 1. Standing Committees

The association will utilize standing committees to carry out its business. They are as follows: membership, program, scholarship, athletics and public relations.

Section 2. Ad Hoc Committees

The association will subscribe to AD Hoc Committees as deemed necessary.

Article X. Amendments

Proposed amendments to the Constitution and By-Laws of the I.C. Norcom High School Alumni Association, Inc. must be submitted in writing to the executive committee. The executive committee will review the recommendations in its role as a fact-finding body, and during June of each year, the executive committee direct that the president will appoint a special committee to research and make recommendations to the disposition of the proposed amendment. Recommendations from the standing committee will be presented to the body at the regular meeting.

Article XI. Parliamentary Authority

The president will appoint a parliamentarian who will research all disputes concerning parliamentary procedure and provide a recommendation to the presiding officer. The presiding

officer will rule on each decision. Challenges to the chair's ruling will be received by the executive committee and their findings reported to the association within thirty (30) days.

Article XII. Dissolution

Prior to action to dissolve the I.C. Norcom High School Alumni Association, Inc., each member will be contacted by registered mail and a public notice will appear in a public newspaper six (6) times. The legal procedures to follow concerning dissolution will be those prescribed by the State Corporation Commission, Internal Revenue Service, and Robert's Rules of Order. As appropriate.