

**BYLAWS OF THE**  
**HEBERT HIGH SCHOOL ALUMNI ASSOCIATION**

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# BYLAWS OF THE HEBERT HIGH SCHOOL ALUMNI ASSOCIATION

## ARTICLE I Organization

The name of this organization shall be Hebert High School Alumni Association. The Hebert High School Alumni Association is a non-profit organization with a 501C-7 status. The Hebert 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.

## ARTICLE II Objectives

The objectives of the Hebert High School Alumni Association shall be to:

- Maintain the standards established by Hebert High School in keeping the Panther Pride alive;
- Host a mass reunion every three (3) years,
- Give yearly scholarships to descendants (those of biological or legal guardianship) of Hebert High School Alumni. The applicant must be a qualified high school graduating senior. The Scholarship Committee is responsible for other criteria to be followed: Assessments, scores and awards,
- Foster good relations among alumni of Hebert High School,
- Recognize the school's history as a perpetual document, maintained by the historian.
- Maintain an up-to-date website ([www.heberthighalumni.org](http://www.heberthighalumni.org)) that informs and clarify Rules, Regulations and Requirements.

## ARTICLE III Members

### Section 1. Active Member

An active member is one who attended Hebert High School and pays an annual membership fee. The membership fee becomes payable at the beginning of each calendar year and expires on December 31<sup>st</sup>. Any eligible alumnus who has not secured a paid membership will be known as an associate member of the organization. To participate in the election of officers, only persons whose name appears on the paid-membership roster held by the Financial Secretary and assistant Financial Secretary by June 30<sup>th</sup> of the election year will be eligible to vote. This includes those attending via Zoom. Names of person who purchased membership cards after June 30<sup>th</sup> will not be able to vote in the election of officers.

### Section 2. Honorary Member

An honorary member is a non-alumnus whom an honorary membership title has been conferred by the Hebert High School Alumni Association. No voting privileges shall be extended to any honorary member. The status is determined and approved by the Executive Board and the Council of Past Presidents.

### Section 3. Associate Membership

Any Descendant of Hebert High School Alumni Association may become an associate member with non-voting rights. The descendant must purchase a membership card, and descendant verification must be determined.

**Section 4. Other Organized Associations**

If an organized Hebert High School Alumni Association in other cities adopts these bylaws and furnish this body with its officers and other pertinent information, they will be recognized at the Mass Reunion.

## ARTICLE IV The Executive Board

**Section 1. The Executive Board (here and after called the Board)**

- a. Shall be composed of eight (8) elected officers and three (3) elected members at large and six officers appointed by the president. The elected officers will consist of president, vice-president, recording secretary, assistant Financial Secretary and business manager.
- b. Shall have general supervision of the affairs of the Hebert High School Alumni Association between its business meetings, fix the hour and place of meetings, make recommendations to the Alumni Association, and shall perform such other duties as are specified by these bylaws.
- c. Shall be subject to the orders of the Hebert High School Alumni Association, and none of its acts shall conflict with action taken by the Hebert High School Alumni Association.

**Section 2.** The Board shall hold regular meetings on the second Thursday of the months of July, October, January, and April of the first two (2) years following the reunion, and the second Thursday of each month during the year preceding the mass reunion. The meeting is to be scheduled at such time not to interfere with scheduled meetings of the membership and thus shall be completed 20 minutes prior to the start of the membership meeting. A special meeting of the Board may be called by the president and can be called upon written request by ten (10) active members.**Section 3.** The Board shall review committee reports and resolve outstanding issues. All decisions made by the Board require a majority vote of members present, and members will be recorded and maintained for reference.

## ARTICLE V Officers

**Section 1.** The officers of this organization shall be President, Vice President, A Recording Secretary, A Parliamentarian, Correspondence Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Business Manager, Chaplain, Sergeant-At-Arms, Historian, Logistics Operation Technician, Chairperson for the scholarship committee and three (3) elected at-large members. The President shall appoint Chaplain, Historian, Logistics Operations Technician, Parliamentarian, Sergeant-At-Arms, and the Scholarship Committee Chairperson. Additional members of the board may include honorary perpetual positions as established by the Executive Board.**Section 2.** All officers shall serve for three (3) years, or until their successors are elected or appointed, and their term of office shall begin January 1 of the year following the election.**Section 3.** The officers shall be installed at the first meeting in January following the election.**Section 4.** No member shall hold more than one (1) elected office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

**Section 5.** Any officer, elected or appointed, can be deposed from office for cause—that is, misconduct or neglect of duties. (Refer to Robert's Rules of Disciplinary Procedures).

**Section 6.** All officers are expected to attend all meetings, to effectively perform. In the event of absences, a Board member must be notified. Excessive absences will be addressed.

**Section 7.** Any candidate before running for President, Vice President, Treasurer, Financial Secretary, Assistant Financial Secretary or Business Manager must have served on the Executive Board for the prior three years and be in good standing.

**Section 8. Past President Council**  
Shall consist of all former living presidents of Hebert High School Alumni Association.

## ARTICLE VI

### Duties of Officers

**Section 1.** The President shall:

- a. Be the Executive Head of the Association
- b. Call meetings to order at the appropriate time,
- c. Preside at all meetings,
- d. Announce all business in accordance with the agenda,
- e. Serve as an ex officio member of all committees except the nominating committee,
- f. Appoint committee chairs,
- g. Remove any appointee from office in the interest of the Association
- h. Have registered signature on all Hebert High School Alumni Association Bank Accounts
- i. be one of the signees on the Association check,
- j. And be bonded for a sum sufficient to protect this Association from loss.

**Section 2.** The Vice-President shall:

- a. Preside at all meetings in the absence of the president,
- b. Oversee all committees of the Association,
- c. Announce all business in accordance with agenda,
- d. Serve as an ex-officio member of all committees except the nominating committee,
- e. Co-ordinate and communicate with executive board and all committees active with the Executive board,
- f. And review and approve all minutes and correspondence before being sent out to the body.

**Section 3.** The Recording Secretary shall:

- a. Record the minutes of all meeting of the executive board and general meetings,
- b. Record be a custodian of all records,
- c. Maintain an active list of membership roster that includes e-mail addresses and provide a copy to the corresponding secretary,
- d. Preside at the meeting when both the president and the vice president are absent.
- e. Maintain a copy of monthly financial reports and bank statements,
- f. Give a monthly copy of the secretary minutes to the historian,
- g. And maintain a copy of audits for the Financial Secretary and Treasurer for two (2) years.

**Section 4.** The Corresponding Secretary shall:

- a. Attend to the general correspondence of the organization,
- b. And assist the secretary with secretarial duties when the need arises.

**Section 5.** The Treasurer shall:

- a. Receive monies from the Financial Secretary, after it has been recorded and receipted,
- b. Deposit and be responsible for the custody and protection of all funds of the Association. Deposit slips should be written in duplicate by the Treasurer and retained.
- c. Write separate deposits slips for each activity to track receipts in Financial Secretary's receipt book,
- d. Disburse and pay all debts upon receipt and provide written receipts that stipulate exactly for what the check is written, e.g. cash sales and cash paid out,
- e. Be bonded for a sum sufficient to protect this Association from loss,
- f. Maintain accurate records of all financial transactions made on behalf of the Association.
- g. A voucher should be made when submitting for payment in order for the Treasurer to have some record before issuing payment,
- h. Following a mass reunion, make an annual report the first two (2) years, and quarterly report the third year,
- i. Be one of the signatories on all checks drawn against the account(s) of the Hebert High School Alumni Association,
- j. Shall be the only custodian of all credit and debit cards of the Association.
- k. Shall not write in his or her name on receipts for others. Checks shall only be signed by the person receiving them.

**Section 6.** The Financial Secretary shall:

- a. Receive all money for the Association,
- b. Issue receipts for all monies collected,
- c. Process receipts for reimbursement for expenses incurred on behalf of the Association,
- d. Keep a written record of all financial transactions,
- e. Transmit to the Treasurer all monies collected on behalf of the Association,
- f. Be bonded for a sum sufficient to protect this Association from loss,
- g. Following a mass reunion, make an annual report the first two (2) years, and a quarterly report the third year,
- h. Be one of the signatories on all checks drawn against the account(s) of the Hebert High School Alumni Association,
- i. All receipts written by the Financial Secretary shall stipulate exactly what check is written for, i.e. cash sales and cash paid out,

**Section 7.** The Assistant Financial Secretary shall:

- a. Perform all duties of the Financial Secretary in his/her absence,
- b. Be one of the signatories on all checks drawn against the account(s) of the Hebert High School Alumni Association.

**Section 8.** The Business Manager shall:

- a. Work with the Finance Committee,
- b. Conduct the business affairs of the organization by securing dates and locations for various events, such as the reunion, fundraisers, and events of a social nature,
- c. Contact and secure entertainers and service providers for such affairs,
- d. Work closely with program, budget, and hospitality chairpersons.
- e. Provide semi-annual reports after all activities.

**Section 9.** The Chaplain:

- a. Shall recite or lead the invocation, meditation or benediction, whenever such meetings, open or close in this manner and be available for services directed by the president.

**Section 10.** The Sergeant-at-Arms shall assist in preserving order as the chair may advise and be available as directed by the president.

**Section 11.** The Parliamentarian shall give advice to the chair during the meeting, according to Roberts Rules of Order and when requested, by other members and be available as directed by the president.

**Section 12.** The Historian shall keep records of important proceedings by preparing a narrative account of the Association's activities and collecting data concerning the history of Hebert High School. When approved by the body, such records will become a permanent part of the official history of the Hebert High School Alumni Association. This report shall be reported each three (3) years' period as directed by the Board.

**Section 13.** Logistics Operation Officer shall:

- a. Maintain the website,
- b. Shall be editor of the souvenir book,
- c. Maintain a photo gallery of alumnus and guest,
- d. Assist Registration Committee with credentials.

## **ARTICLE VII** **Election of Officers**

**Section 1.** The nominating committee will be appointed by the president. The nominating committee shall select their chairperson of the nominating committee, shall report and present a slate of candidates for office at the annual meeting in October following the mass reunion.

**Section 2.** Persons desiring to have their names placed on the ballot as a candidate for President, Vice President, Treasurer, Financial Secretary, Assistant Financial Secretary or Business Manager

- a. Shall have served on the Executive Board for the prior three years of the election and be in good standing,
- b. Must provide a letter of intent to the chairperson of the nominating committee by September 15. Hand carried to meeting, or mail to:
- c. P. O. Box 6642, Beaumont, TX 77725.
- d. All candidates for office must be a dues paid member of the Hebert High Alumni Association prior to or effective by June 30.

**Section 3.** At the annual October meeting, and prior to the distribution of election ballots, additional nominations from the floor shall be permitted.

**Section 4.** Election ballots shall be distributed to active members according to ARTICLE III Section 1.

**Section 5.** The officers shall be elected by ballots to serve for three years, or until their successors are elected.

## ARTICLE VIII Filling Vacancies

**Section 1.** Vacancy in the office of President or of Vice-President will be filled by the body. This will be done by nominations from the floor and secret ballot voting.

**Section 2.** In the event of the vacancy of the vice-president, the president will appoint a vice-president with the approval by the body. The vice-president will serve till the next election.

**Section 3.** Vacancies occurring in the office of any other elected positions shall be filled by presidential appointment and endorsed by a majority of Board members. The appointees shall serve until the next scheduled election.

**Section 4.** Vacancies in appointed positions shall be filled by presidential appointment.

## ARTICLE IX Meetings

**Section 1.** Regular meetings of this organization shall be as follows:

- a. For the first and second years following the mass reunion in June, meetings shall be held the second Thursday of October, January, April, and July.
- b. For the twelve months preceding the next mass reunion, meetings shall be held on the second Thursday of each month.
- c. At the regular meeting held on the second Thursday of July following the mass reunion, a nominating committee consisting of five (5) members shall be appointed by the president of the Association. And it shall be the duty of this committee to submit names of candidates for the offices to be filled at the annual meeting in October of the same year.
- d. Regular schedule meetings may be canceled a week in advance by a majority vote of the executive board. Such cancellation shall be posted to the website, on radio and TV calendar announcements. A separate notice with the new meeting date, time and place of meeting shall also be posted to the website. At the beginning of the Mass Reunion the date, time and place of the General Meeting for all Alumni will be posted.

**Section 2.** The meeting held in October following the mass reunion shall be for the purpose of electing officers, receiving reports of the officers and committees, and for any other business that may arise.

**Section 3.** Special meetings may be called by the president or by the Executive Board with a written request from ten (10) active members. The purpose of the special meeting shall be stated in the call. At least ten (10) days' notice shall be given for called meetings except in cases of emergency.

**Section 4.** A quorum for conducting Association business requires the presence of at least 25 active alumni, including no less than one-third of the board members.

**Section 5.** Meetings of the Executive Board shall take place on the second Thursday of the month or any time prior to the regular meeting as determined by the Executive Board.

## **ARTICLE X** **Committees**

**Section 1.** A Finance Committee composed of the Treasurer, the Financial Secretary, assistant Financial Secretary, and business manager. The finance committee shall prepare an estimated budget for three years leading up to the mass reunion and submit it to the Association at the January meeting of the second year. The finance committee may from time to time, submit amendments to the budget which may be adopted by a majority vote of the Board.

**Section 2.** An auditing committee of five (5) members shall be appointed by the Board at the July meeting following the mass reunion of the Association. It shall be the duty of this committee to audit the Treasurer's and the Financial Secretary's records. The audits shall be conducted semiannually the first and second year following the mass reunion in May and June during the third year, The report shall be made at the next regular meeting.

**Section 3.** The Hebert High School Alumni Association Scholarship Fund is a standing committee. Its chairperson will be appointed by the president and will serve on the Executive Board. This committee has its own bylaws. All scholarships given through the Alumni Association shall be implemented through the guidance of this committee.

**Section 4.** All other committees that are deemed necessary to carry on the work of this organization shall be appointed by the Board and/or the President.

## **ARTICLE XI** **Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, newly revised, shall govern the Hebert High School Alumni Association in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules or order the Hebert High School Alumni Association may adopt.

## **ARTICLE XII** **Amendment of Bylaws**

These bylaws may be amended or revised at any regular meeting of the Hebert High School Alumni Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

## **ARTICLE XIII** **Dissolution**

Upon dissolution of the Hebert High School Alumni Association, scholarship fund assets shall be distributed to one or more scholarship funds complying with section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Remaining assets will be dedicated exclusively to the preservation of Hebert School History.