

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:

1. Maintain the standards established by Hebert High School in keeping the Panther Pride alive;
2. Host a mass reunion every three (3) years;
3. 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.
4. Foster good relations among alumni of Hebert High School.
5. Recognize organized Hebert High constituent units in other cities with similar by-laws in structure and purpose.
6. Recognize the school's history as a perpetual document.
7. Keep an up to date web site. (www.heberthighalumni.org)

ARTICLE III Members

A. Active Member

An active member is one who attended Hebert High School and pays a membership fee annually. The membership fee becomes payable at the beginning of each calendar year and expires on December 31. 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 assistance financial secretary by June 30 of the election year will be eligible to vote.

B. 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.

C. Other Organized Associations

If an organized Hebert High School Association in other cities adopt 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, hereinafter called the Board, shall be composed of eight (8) elected officers and three (3) elected members at large. In addition the president will appoint four (4) officers and three (3) members at large.

Section 2. The Board 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. The Board 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 3. The Executive 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.

ARTICLE V Officers

Section 1. The officers of this organization shall be a president, a vice president, a recording secretary, a corresponding secretary, a financial secretary, an assistant financial secretary, a treasurer, a business manager, a chaplain, a parliamentarian, sergeant-at-arms, an historian, chairpersons for the scholarship and courtesy committees. Three (3) elected at-large members and three (3) elected members shall be selected from the membership at large. The president shall appoint a chaplain, parliamentarian, sergeant-at-arms, historian and chairpersons for the scholarship and courtesy committees. Additional members of the board shall 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) 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).

ARTICLE VI

Duties of Officers

A. The President shall:

1. be the Executive Head of the Association.
2. call meetings or order at the appropriate time.
3. preside at all meetings.
4. announce all business in accordance with the agenda.
5. serve as an ex officio member of all committees except the nominating committee.
6. appoint appropriate committee chairs.
7. remove any appointee from office in the interest of the Association.
8. be one of the assignees of the checks for the Hebert High School Alumni Association.
9. be bonded for a sum sufficient to protect this association from loss.

B. The Vice-President shall:

1. Preside at all meetings in the absence of the president.

C. The Recording Secretary shall:

1. Record the minutes.
2. Be a custodian of all records.
3. Maintain an active membership roster.
4. Preside at the meeting where both the president and the vice president are absent.

D. The Corresponding Secretary shall:

1. attend to the general correspondence of the organization.
2. assist the secretary with secretarial duties if and when the need arises.

E. The Treasurer shall:

1. receive monies from the financial secretary, after if has been recorded and receipted.

2. 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. Note: Treasurer to write separate deposits slips for each activity in order to track receipts in financial secretary's receipt book.
 3. disburse and pay all debts upon receipt. All receipts written by the treasurer should stipulate exactly what check is written for. i.e. cash sales and cash paid out.
 4. be bonded for a sum sufficient to protect this Association from loss.
 5. maintain accurate records of all financial transactions made on behalf of the Association. Some form of voucher should be made when submitting for payment in order for the treasurer to have some type of receipt before issuing payment.
 6. following a mass reunion, make an annual report the first two(2) years, and quarterly report the third year.
 7. be one of the signatories on all checks drawn against the account(s) of the Hebert High School Alumni Association.
- F. The Financial Secretary shall:
1. receive all money for the Association.
 2. issue receipts for all monies collected.
 3. process receipts for reimbursement for expenses incurred on behalf of the Association.
 4. keep a written record of all financial transactions.
 5. transmit to the treasurer all monies collected on behalf of the Association.
 6. be bonded for a sum sufficient to protect this Association from loss.
 7. following a mass reunion, make an annual report the first two (2) years, and a quarterly report the third year.
 8. be one of the signatories on all checks drawn against the account(s) of the Hebert High School Alumni Association.
 9. All receipts written by the financial secretary should stipulate exactly what check is written for, i.e. cash sales and cash paid out.
 10. Financial Secretary should not write receipts in his/her name for another individual.
- G. The Assistant Financial Secretary shall:
1. perform all duties of the financial secretary in his/her absence.
 2. be one of the signatories on all checks drawn against the account(s) of the Hebert High School Alumni Association.
- H. The Business Manager shall:
1. conduct the business affairs of the organization by securing dates and locations for various events, such as the reunion, fund raisers, and events of a social nature.
 2. contact and secure entertainers and service providers for such affairs.
 3. work closely with program, budget, and hospitality chairpersons.

- I. The Chaplain shall recite or lead the invocation, meditation or benediction, whenever such meeting open or close in this manner.
- J. The Sergeant-at-Arms shall assist in preserving order as the chair may direct.
- K. The Parliamentarian shall give advice to the chair during the meeting, and when requested, to other members.
- L. The Historian shall keep record of important proceedings by preparing a narrative account of the Association's activities. When approved by the body, such records will become a permanent part of the official history of the Hebert High School Alumni Association.

ARTICLE VII

Election of Officers

- Section 1. A nominating committee shall submit names of candidates for the offices to be filled. 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 shall provide a letter of intent to the chairperson of the nominating committee by September 15.
- 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 only.
- 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 secretary ballot voting.
- Section 2. Vacancies occurring in the office of any other elected positions shall be filled by presidential appointment and endorsed by the majority of members of the Board. The appointees shall serve until the next scheduled election.
- Section 3. Vacancies occurring in the office of an appointed official shall be presidential appointment.

ARTICLE IX

Meetings

A. Regular meetings of this organization shall be as follows:

Section 1. 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.

Section 2. For the twelve months preceding the next mass reunion, meetings shall be held on the second Thursday of each month.

Section 3. 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 elected by the members 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.

B. 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.

C. 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.

D. A quorum of 1/3 the Executive Board and 25 alumni must be present in order to conduct business of this association. A quorum shall consist of at least 25 active alumni. At least 1/3 of the board members must be a part of that quorum.

E. Meetings of the Executive Board shall take place on the first Thursday of the months as prescribed under Article IV, Section 3 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, asst. financial secretary, and three other members shall be appointed by the Board. 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 and in May during the third year, monthly audits until after the reunion in June. 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. The Courtesy Committee is a standing committee. Its Chairperson will be appointed by the president and will serve on the Executive Board.

Section 5. 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 at any regular meeting of the Hebert High School Alumni Association by a two-thirds vote, providing that the amendment has been submitted in writing at the previous meeting.