



UCHS AA By-Laws

LINDA JONES

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Contents

Article I. NAME	3
Article II. PURPOSE / MISSION STATEMENT	3
Section 2. Purpose	3
Article III. MEMBERSHIP	4
Article IV. EXECUTIVE COUNCIL	4
Section 1. Officers	4
Section 2. Immediate Past President	5
Section 3. Ex-Officio Members	5
Article V. COMMITTEES	5
Section 1: Committee Chairpersons	6
Section 2: Standing Committees	6
Section 3: Ad Hoc Committees	7
Article VII. TERMS OF OFFICE	7
Article VIII. ATTENDANCE REQUIREMENTS	8
Article IX. CAUSE FOR REMOVAL	8
Article X. UCHS AA BOARD	8
Article XI. MEETINGS	9
Article XII. NOMINATIONS/ELECTIONS OF OFFICERS	9
Article XIII. PROPERTY	9
Article XIV. EFFECTIVE DATE	10

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Article I. NAME

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 (SDUC). The **UCHS AA** adheres to the SDUC's Title IX and Section 504 nondiscrimination policy.

Article II. PURPOSE / MISSION

STATEMENT Section 1. Mission

The University City High School Alumni Association (**UCHS AA**) 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.

Section 2. Purpose

UCHS AA is a Missouri not-for-profit benefit corporation of perpetual existence. The purpose of the **UCHS AA** is to serve graduates of University City High School and community organizations as defined in Article II, section 1. **UCHS AA** is organized exclusively for purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code. No part of the assets of **UCHS AA** shall inure to the benefit of or be distributable to individual members or representatives of constituent members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of **UCHS AA** shall be the carrying on of propaganda or otherwise attempting to influence legislation and **UCHS AA** shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these by-laws, **UCHS AA** shall not carry on any other activities not permitted to be carried (a) on by a corporation except from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law).

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Article 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 1, the individual is considered PAID for the remainder of the current year as well as 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 SDUC.
- **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.

Article 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 Council is comprised of **"Officers,"** the **"Immediate Past President,"** and the **"Ex-Officio Members."**

Section 1. 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 five officers will be maintained, with meetings convened as needed.

- **President** - Convenes and presides over meetings of the Executive Council, working in consultation with Council members to create strategies for satisfying the mission of the **UCHS AA**. Represents the **UCHS AA** as needed. Actively participates in identification, solicitation and orientation of Committee Chairpersons and Alumni Ambassadors. Is a signatory on all bank accounts and has password access to PayPal, voicemail, website and database as well as a key to the **UCHS AA** office, for duration of his/her term of office. Once term of office ends, becomes the Immediate Past President, unless re-elected to second term of office.
- **Vice President** - When President cannot attend meetings, serves in his/her stead. Convenes and chairs Committee Chairperson Replacement Committee. Participates in strategic planning. Serve as liaison to sub-committees as needed.

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

- **Recording Secretary** – Sends out Council meeting notices and records RSVPs to insure a quorum will be present. Prepares and disseminates Agenda, and records and disseminates Minutes for monthly Council meetings and for Alumni Board meeting. Keeps files of Committee reports. Creates, maintains and distributes Council roster.
- **Treasurer** - Maintains bank account(s), deposits income, pays bills and prepares monthly Income/Expense Reports for Executive Council meetings. Consults with committees/sub-committees on development of and adherence to their budgets. Maintains 501(c)(3) compliance. Completes annual tax forms and other required reports. Participates in decision making regarding any investment income. Is signatory on all bank accounts and has password access to PayPal account for duration of his/her term of office.
- **Financial Secretary** – Helps oversee where money comes in and goes out of an organization, and has many other duties. Also, in charge of receiving all dues and any other type of transaction. After he/she receives this money, he/she will enter it into the records. He/she will write how much money was received, who paid it, why it was paid, when it was paid and how it was paid. He/she then enters all of this information into well-organized records that must be easy to read and understand. He/she must then send these records to the Treasurer, which will then use these records to balance accounts and finances and then deposit. Every month the Financial Secretary will make reports to the UCHS-AA. He/she will essentially let everyone know where the finances are coming from and where they are going, who has been paying, who hasn't been paying, and any other vital and essential information regarding finances. He/she will make sure a copy of this report is available for all members.

Section 2. 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 in order to retain voting rights.

Section 3. Ex-Officio Members

Ex-Officio members are voting members of the Council. Ex-Officios are:

- **SDUC Superintendent** or a specific designee for entire term
- **SDUC School Board Representative**
- **SDUC Staff Liaison**
- **UCHS Principal** or a specific designee for entire term

Article V. COMMITTEES

Committee shall be designated to create, oversee and implement programs and activities within specific portfolios. Each committee shall have two Co-**Chairpersons.** The Chairperson shall recruit additional members of committees. Anyone serving on a committee must be a Member in Good Standing.

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Section 1: Committee Chairpersons

Individuals wishing to serve as a Chairperson must apply for the position. The Council will then vote on the candidates. Once appointed, Chairpersons must be and remain as Members in Good Standing for the duration of their term of service, which shall be one calendar year. Chairpersons may reapply for the position in consecutive years. Chairpersons may appoint sub-committee chairperson who also must be Members in Good Standing.

Responsibilities include:

1. Recruit members from outside the Council to serve on the committee.
2. Convene committee meetings at least four times each year AND with no less than one week's notice to invitees.
3. Maintain detailed minutes of each committee meeting, and submit a copy to the Secretary within 72 hours of the meeting.
4. Provide written summary reports for each Council meeting.
5. Submit an annual budget to the Treasurer for approval by the Council AND then provide detailed accounting of all income/expenses with original receipts.

Section 2: Standing Committees

Communications Committee - Responsible for the following:

1. **Member Magazine** ("Class Acts") - Compiles and publishes alumni information in a magazine/newsletter format at a minimum of two each year.
2. **Website** ("www.uchsaa.org") - Oversees content, layout and maintenance.
3. **Electronic Distributions** ("E-blasts") - Gathers alumni information and relevant events on a monthly basis.
4. **Public relations** and marketing materials – Oversees production of press releases, brochures, forms, signs, logo items, etc.

Database Committee

1. Maintains alumni database for Council, entering/updating information no less than once each month.
2. Generates and e-mails class information to Alumni Ambassadors as requested.
3. Sends monthly E-blast in collaboration with Communications Committee.
4. Backs up all database records every six months.

Fundraising Committee - Identifies, implements and administers all revenue producing campaigns, including – but not limited to:

1. Alumni logo wear
2. Corporate solicitations and sponsorships
3. Annual giving program
4. Other fundraising opportunities

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Membership Committee - Develops and implements membership acquisition and retention campaigns, including:

1. Enrolls new members, providing applications and payments to Treasurer.
2. Mails New Member Welcome Kit (NMWK).
3. Identifies and secures membership benefits.
4. Researches and oversees production of annual membership incentive item in cooperation with the Communications Committee.
5. Sends out annual renewal statements no later than November 15.
6. Provides membership opportunity to UCHS graduating seniors.

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. Arranges for representation at non-**UCHS AA** events as requested.

Section 3: Ad Hoc Committees

Ad Hoc committees will be designated by the Council 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 Council UNLESS they hold another position, which carries this right. The following are established Ad Hoc committees, which carry specific conditions:

1. **Bylaws Review Committee** - Should include Current President and Immediate Past President along with others who desire to participate.
2. **Nominating Committee for Officer Election** – Convened and chaired by an Ex-Officio Member, to include only other Ex-Officio Members, and Immediate Past President, if s/he is not seeking election to any position.
3. **Strategic Planning Committee** – Should include Current President, Immediate Past President, Ex-Officio members along with others who desire to participate.
4. **Committee Chairperson Recommendation Committee** – Convened and chaired by the Vice President. Should include Current President, Immediate Past President.
5. **Various Special Events Committees** for Annual Family Picnic and Open Grill, Monthly Socials, Trivia Night, etc. – Should be comprised of individuals identified as having experience and skill set specific to the individual task.

Article VII. TERMS OF OFFICE

- **Officers** - Term of office will run for two calendar years (January - December) UNLESS the individual resigns or is relieved of his/her duties earlier; in such cases, a replacement will be appointed by the remaining Officers, in consultation with the Ex-Officio Members, 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.

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

- **Committee Chairpersons** - Term will run for two calendar years (January - December) UNLESS the individual resigns or is relieved of his/her duties earlier; in such cases, a replacement will be appointed by the Officers. A Chairperson may be appointed again to the same position terms/he previous held, provided s/he meets all eligibility requirements.

Article VIII. ATTENDANCE REQUIREMENTS

Officers may not have more than three (3) consecutive excused absences or three (3) accumulated unexcused absences each year.

Article IX. CAUSE FOR REMOVAL

Officers may be removed from the Council by a majority vote of the Council for any of the following causes:

1. Failure to satisfy attendance requirements.
2. Misrepresentation and/or mischaracterization of the **UCHS AA**.
3. Commitment and/or expenditure of funds without prior Council approval.

Article X. UCHS AA BOARD

The **UCHS AA** Board is comprised of all current 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.

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Article XI. MEETINGS

- The **UCHS AA** Executive Council will convene on the fourth Wednesday of each month. These meeting will be open to the public. Decisions will be made by simple majority vote of **UCHS AA** 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. Voting may only occur after a motion has been discussed by a quorum, either in person or via conference call. Voting by email and voting by proxy will not be permitted.
- The Alumni Board will convene annually. These meetings will be open to the public.

Article XII. NOMINATIONS/ELECTIONS OF OFFICERS

Prior to the September Council meeting in odd numbered years, the Nominating Committee will convene, and select a Chairperson. The **UCHS AA** 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 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. The Committee will tabulate returned ballots. 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 Nominating Committee 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.

Article XIII. PROPERTY

All files, documents, forms, banking information and records, incentive items, directories, logo wear, past issue of *ClassActs* magazine, collateral and marketing materials created, completed and/or obtained by Council and Committee members during their term(s) of service are the property of the **UCHS AA**. Unless pertaining to an active event, these items should be stored in the **UCHS AA** alumni office. Copies of all Minutes shall be archived in notebooks, kept in the office and accessible at each Council meeting.

By-Laws
University City High School Alumni Association
Amended on July 27, 2016

Article XIV. EFFECTIVE DATE

These amended by-laws will become effective by a majority vote of the current Executive Council members present at the August 24, 2016, meeting and become effective immediately following approval. Where descriptions remain the same, those persons currently filling positions will continue through December 31st of the calendar year but will need to be reelected/reappointed as per the By- Laws. Where descriptions have changed, the Officers will appoint individuals to serve through the current term, with the understanding that these individuals will be eligible for reelection/reappointment for their first full term as per the By-Laws.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with the School District of University City are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, ethnicity, disability in admission or access to or treatment or employment in, its program and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws, Tiffany Slater, Assistant Superintendent/Human Resources, 8136 Groby Road, University City, MO 63130, phone (314) 290-4021. Any person who is unable to resolve a problem or grievance arising under Title VI (race/color/nation origin), Title IX(sex), the Age Discrimination Act(age), Section 504(disability), or Title II of the ADA(disability), may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 6411