

CONSTITUTION AND BYLAWS OF THE BUNKER HILL HIGH SCHOOL – MUSSELMAN HIGH SCHOOL ALUMNI ASSOCIATION

MISSION STATEMENT

The Bunker Hill High School-Musselman High School Alumni Association is an organization that collaborates for the purpose of reuniting alumni, while sustaining and fostering relationships within our community through social, charitable, and educational activities, thus helping to support the vision and mission of the school.

ARTICLE I: NAME

The name of the organization existing under this Constitution shall be the Bunker Hill High School-Musselman High School Alumni Association, herein referred to as the BHHS-MHSAA.

ARTICLE II: PURPOSE

The purpose and objectives of the BHHS-MHSAA shall be:

- To promote the Applemen spirit of unity among alumni and anyone who participates in the success of the school.
- To assist in the mission of Musselman High School.
- To instill in alumni a long-term loyalty and dedication to the School and its programs.
- To hold an annual banquet to reunite alumni and other supporters of the school, conduct an annual business meeting, recognize outstanding alumni award winners, and recognize graduating seniors who are current scholarship recipients.
- To receive donations in support of scholarships presented at the annual banquet.

ARTICLE III: CHARTER

The BHHS-MHSAA shall maintain a charter in the State of West Virginia as an unincorporated, non-profit association. The Association shall be non-political and non-sectarian in all its relationships and may enter into any affiliation with prior approval of the Board of Directors. As an unincorporated, non-profit association, this organization will not be involved in fundraising activities for other organizations. Exceptions may be approved on a case-by-case basis by the Board of Directors.

ARTICLE IV: MEMBERSHIP

All alumni of Bunker Hill High School and Musselman High School shall be eligible for membership subject to the approval of the Board of Directors. All alumni are encouraged to join the Association and must be willing to abide by the Constitution and Bylaws and must maintain an interest in the activities of the BHHS-MHSAA.

Alumni members shall include the following:

- Graduates of Bunker Hill High School
- Graduates of Musselman High School
- Non-graduates who attended Bunker Hill High School and/or Musselman High School

ARTICLE V: DUES

Eligible individuals become members of the Association by submitting payment of annual dues in the amount of \$5.00 per member. All dues collected shall be placed in the General Fund. The term of membership shall run from June 1 to May 31 each year. Dues collected at the annual banquet will be for the following year's membership.

ARTICLE VI: FISCAL YEAR

The fiscal year of the Association shall be June 1 to May 31 each year.

ARTICLE VII: ROSTER

The official roster is for the personal use of the BHHS-MHSAA.

- No use of the official roster of the BHHS-MHSAA shall be given to commercial or political groups, individuals or organizations not directly associated with the BHHS-MHSAA.
- All other uses must be approved by the Board of Directors.

ARTICLE VIII: PARLIAMENTARY ORDER

All business of the Association shall be conducted under Roberts Rules of Order (Revised). Protested business will not become binding until ruled upon by the Board of Directors.

ARTICLE IX: MEETINGS

SECTION I: QUORUM: At all meetings of the Board of Directors and Executive Board, a majority of the members of each respective Board shall constitute a quorum for the transaction of business.

SECTION II: BOARD OF DIRECTORS

The Association shall hold regular meetings annually at a time and place designated by the Board of Directors. The Board of Directors shall meet at least four (4) times a year at a time and place designated by the President.

Notice of the time and place of each meeting associated with BHHS-MHSAA shall be given by the presiding officer to all Board of Directors members at least seven (7) days prior to the meeting. Special or emergency meetings may be called by the President or five (5) members of the Board of Directors with notice of three (3) days given to each member.

SECTION III: EXECUTIVE BOARD

The Executive Board shall meet at their discretion to address any business or concerns arising in between Board of Director's meetings. Any decisions made by the Executive Board must be approved by the Board of Directors.

SECTION IV: REMOTE MEETINGS

Except as authorized in this Section, the business of the BHHS-MHSAA shall be validly transacted only at a regular or properly called meeting – that is a single official gathering in one room or area-of the assembly of its members and/or Board at which a quorum is present. In the event that the BHHS-MHSAA, its members, or its Board are not able to meet in person as a

result of, but not limited to, the following: 1) school closure for any reason; 2) any government order prohibiting the gathering or assembling of individuals that would prevent a quorum from being formed in-person; or 3) the inability to hold an in-person meeting, monthly or annual, due to public health concerns or other matters beyond the control of the Alumni Board; the BHHS-MHSAA may meet by electronic means.

When using any type of technology for remote meetings, it is important to understand that, regardless of the technology used, the opportunity for simultaneous aural communication is essential to the deliberative character of the meeting.

Upon passage by the membership, Article IX, Section IV: Remote Meetings, will apply retroactively and will have an effective date of March 23, 2020.

ARTICLE X: EXECUTIVE BOARD

SECTION I: The Executive Board shall be comprised of the President, First Vice President, Second Vice President, Secretary and Treasurer.

SECTION II: All elected officers described above must:

- be an alumni member in good standing.
- be eighteen (18) years of age or older.
- be a member of the Association for a minimum of one (1) year.
- not miss more than three (3) regularly scheduled Association meetings unless the absence is excused by the Executive Board.
- help with Association activities during the year.

ARTICLE XI: EXECUTIVE BOARD - DUTIES AND RESPONSIBILITIES

The officers of this Association shall be the President, First Vice-President, Second Vice President, Secretary and Treasurer. Each officer shall be responsible for performing the duties and responsibilities prescribed herein:

SECTION I: The President shall have the following duties and responsibilities:

- Shall schedule, organize and preside at all Executive Board meetings, Board of Director's meetings and special meetings of the Association.
- Shall execute all legal documents for the Association approved by the Board of Directors.
- Shall perform other duties as may be directed by the Board of Directors.
- Shall serve as an ex-officio member of all committees.
- Shall vote only in the event of a tie vote.
- Shall prepare an agenda for each regularly scheduled meeting.
- Shall send prepared agendas to all Board of Directors members prior to each meeting for review.
- Shall schedule a transition meeting between the old and new Executive Boards.
- Shall maintain a procedure book to be passed on to the next President.
- Shall appoint the chairperson and members to serve on the Finance Committee

- Shall appoint the chairpersons of all committees and may appoint committee members.
- Shall preside over the annual banquet meeting and appoint individuals to serve on the Banquet Committee as outlined in Article XVI.
- Shall have the authority to spend up to \$100 for BHHS-MHSAA expenses without receiving Board approval, not to exceed the line item budgeted for that expense for that year.

SECTION II: There shall be a First and Second Vice President of the Association with the following duties and responsibilities:

- The First and Second Vice President shall assist the President in overseeing and coordinating all standing and special committees.
- The First Vice President shall be next in line of succession to the office of President should the President be unable to fulfill the duties of the office. The Second Vice President shall be next in line of succession after the First Vice President.
- In the event of the President's absence, the First Vice-President shall exercise all the duties of that office. The First Vice President must be prepared to preside over all Executive Board and Board of Director's meetings, having received proper notice from the President. If the First Vice-President is unable to fulfill the duties of that office, the Second Vice-President shall accept the responsibilities of the position.

SECTION III: The Secretary shall have the following duties and responsibilities:

- Keep proper minutes of all meetings of the organization's Board of Directors and Executive Board.
- Provide said copies of all minutes to the organization's Board of Directors at the following regularly scheduled Association meeting.
- Retain copies of minutes of all Board of Directors and Executive Board meetings as permanent records of the Association.
- Conduct such correspondence as may be directed by the President or Executive Board.
- Act as clerk and record all votes as well as attendance records of all scheduled meetings.

SECTION IV: The Treasurer shall have the following duties and responsibilities:

- Maintain the Association's bank account in a depository to be designated by the Board of Directors.
- Shall serve on the Finance Committee
- Collect all membership dues and maintain a record of all monies paid to the Association as well as maintaining and updating the mailing list of Association members.
- Pay all bills of the Association and maintain an accounting of all income and expenses.

- Submit the accounts of the Association to be audited by the Finance Committee or auditor at the conclusion of each fiscal year.
- Present monthly financial reports to the President and Secretary prior to the regularly scheduled meeting. After their review, the Treasurer shall then present the financial report to all members of the Board of Directors and at all other times when requested by the President.
- Submit the financial accounts of the Alumni Association to the Finance Committee to be audited annually.

ARTICLE XII: EXECUTIVE BOARD – ELECTIONS AND VACANCIES

SECTION I: Officers of the Association shall be elected to serve a two-year term on a rotation basis so that at any time experienced officers will be in place to provide leadership for the Association.

SECTION II: The offices of President, Second Vice President and Secretary will be elected during even-numbered annual meeting years and the offices of First Vice President and Treasurer will be elected during odd-numbered annual meeting years.

SECTION III: Term limits on any elected office shall be no more than two consecutive, two-year terms or until a successor is elected. If no one is elected to fill an officer position, with approval of the Board of Directors, the current officer is permitted to maintain the position and fulfill the duties and requirements so the work of BHHS-MHSAA will continue. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

SECTION IV: Candidates for each office shall be presented by the Nominations Committee at the annual Association meeting/banquet. Nominations from the floor will be taken before voting at that time. Candidates must have given their permission to be considered for office, verbally or in writing. Officers shall be elected by voice vote at the regular annual Association meeting. Should voice vote be non-conclusive in result, secret ballot vote shall be used to confirm election results. Officers shall be installed at the next regular Board meeting following the annual Association meeting.

SECTION V: In the event of a vacancy of any elected office for any reason, the Board of Directors may appoint a successor to serve the unexpired term within thirty (30) days of the vacancy.

ARTICLE XIII: ELECTION OF OFFICERS WHEN ANNUAL MEETING IS NOT HELD

Except as authorized in this Section, the election of Officers of the BHHS-MHSAA shall be validly transacted only at the regular annual meeting and pursuant to the Constitution and Bylaws of the Alumni Association. In the event the Annual Alumni Association Banquet/Meeting cannot be held due to:

- 1) any government order prohibiting the gathering or assembling of individuals that would prevent a quorum from being formed in person or the Board from hosting the Annual Banquet/Meeting; or

- 2) the inability to hold an in-person Annual Banquet/Meeting due to public health concerns or other matters beyond the control of the Alumni Board, the following shall take place:

Duly elected Board Members holding office in the month prior to the scheduled date of the cancelled Annual Banquet/Meeting shall have the authority to vote on officers and install the successful candidates as Officers of the Alumni Association as described in the Constitution and By-Laws of the Association.

Note: The election of Officers by the sitting Board is an extreme measure and should only be performed when it is not possible to hold the Annual Banquet/Meeting due to outside factors.

ARTICLE XIV: BOARD OF DIRECTORS

SECTION I: The Board of Directors shall consist of the Executive Board and Members-at-Large.

SECTION II: The Executive Board shall be comprised of the President, First Vice President, Second Vice President, Secretary and Treasurer.

SECTION III: Members-at-Large shall be comprised of the Historian, chairpersons of standing committees, and other committee members.

SECTION IV: Alumni members wishing to take a more active role in the Association as a Member-at-Large on the Board of Directors shall express their interest to the Board of Directors and may be nominated by the President to be voted on by the Executive Board. Members-at-Large currently serving on the Board of Directors will be reviewed and approved annually by the Executive Board.

SECTION V: All members of the Board of Directors described above must:

- be an alumni member in good standing.
- be eighteen (18) years of age or older.
- not miss more than three (3) regularly scheduled Association meetings unless the absence is excused by the Executive Board.
- help with Association activities during the year.

SECTION VI: If any Board of Director's member shall at any time cease to meet the designated qualifications or fulfill their duties, he/she may be removed from their position by majority vote of the Board of Directors.

SECTION VII: The only Association members authorized to use their signature for Association business are as follows:

- Checks drawn upon the funds of the Association shall require the signatures of two Board of Directors whose names appear on the Association designated bank account signature card.

- Any document committing the Association to a plan of action requires two (2) signatures, a member of the Association with temporary authorization of the Board of Directors and the President or Vice-President.
- Signing Association members shall not be related by marriage, blood or cohabitation.

ARTICLE XV: BOARD OF DIRECTORS – DUTIES AND RESPONSIBILITIES

The Board of Directors shall consist of the Executive Board, Historian, chairpersons of all standing committees, other appointed committee chairpersons and all other Members-at-Large. Each position shall be responsible for performing the duties and responsibilities prescribed herein:

SECTION I: The Executive Board’s duties and responsibilities have been outlined in Article XI, Sections I-IV.

SECTION II: The duties and responsibilities of the Historian shall include, but are not limited to, the following:

- Shall record the history of Bunker Hill High School, Musselman High School and notable events and achievements of the Association during his/her tenure.
- Shall take pictures to document Association events.
- Shall inventory and maintain documents such as annual banquet programs and/or other items significant to the histories of Bunker Hill High School, Musselman High School and the BHHS-MHS Alumni Association. These historical memorabilia of the Association shall be stored with the banquet decorations and accessories unless the Board of Directors approves an alternate location for storage.

SECTION III: The duties and responsibilities of each Member-at-Large is to support the mission of the Association by:

- Attending the meetings of the Board of Directors.
- Serving on one standing committee as chairperson or serving on two or more standing committees.

SECTION IV: Committee chairpersons of all standing committees and other appointed committees’ duties and responsibilities are outlined in Article XVI.

ARTICLE XVI: STANDING COMMITTEES

The Board of Directors may appoint one or more standing or special committees as are necessary to conduct the work of the Association as long as they are not in conflict with duties assigned in other provisions of these bylaws. Chairpersons for the committees shall be appointed by the President and will be submitted for approval at the initial meeting of the incoming Board of Directors following the Annual Banquet. All committee chairpersons are

considered members of the Board of Directors. To conduct the business of the Association, chairpersons of standing and appointed committees as well as committee members are encouraged to attend regular meetings of the Association. The number of members on a committee shall be determined by the President in consultation with committee chairpersons and may include alumni who are not members of the Board of Directors. Committee chairpersons are responsible for the duties brought forward in this section for their respective committees. All committee decisions must be presented to the Board of Directors for final approval. Any voting within each committee would be decided by a majority vote of the committee members. The following is a list of the BHHS-MHSAA Standing Committees:

BANQUET: The committee shall act at the direction of the President and will be responsible for the arrangement of catering, scheduling, banquet mailings, silent auction, registration, decoration, set-up/clean-up, additional fundraising (50/50), photography, and music at the Annual Banquet. This committee shall work with school administration and the custodial staff to complete any necessary preparations prior to, and any necessary clean-up following the event. A designee on this committee shall be responsible for the inventory of banquet decorations and accessories currently being maintained at the high school.

BY-LAWS: This committee reviews the current bylaws as needed and presents any changes or amendments to the Board of Directors for approval. Any approved changes and/or amendments shall be presented to Association members at the Annual Banquet for final approval.

FINANCE: Oversees the income and expenditures of the organization. The Finance Committee, which shall include the Treasurer, develops and presents the annual budget to the Board of Directors for approval. At the conclusion of the fiscal year, the committee shall either audit the books or obtain an audit by an external source.

FUNDRAISING: Seeks sources of new and additional funding for the programs, projects, and physical needs of the Association through special or corporate gifts, private or public grants and endowments. This committee is also responsible for planning additional fundraisers for the benefit of the Association.

NOMINATIONS: Seeks potential candidates who are willing to serve as an officer for the Association. This committee shall also prepare a report and present a slate of officers for election at the Annual Banquet meeting for the coming year.

OUTSTANDING ALUMNI: Oversees the receipt of nominations and selection of the recipients of the annual awards. Each year, the Chairperson will present to the Alumni Association President a slate of at least five (5) volunteer judges to serve as the Selection Committee for the award(s). Upon approval, those who have been recommended will be invited to serve on the panel. Individuals serving on the panel must be members in good standing in the Alumni Association and cannot be a nominee for the current year award. The Committee will notify only the nominator(s) of the individual(s) who have been selected to receive the award.

PUBLIC RELATIONS: This committee shall maintain the presence of the Association in printed and electronic media. This shall include, but not be limited to, any presence on the Internet including a website, social media, and other electronic means. This committee shall promote fundraising and scholarship information through the Association website, social media and other electronic means as well as prepare and submit newspaper articles to promote Association events including the Annual Banquet, Outstanding Alumni Award winners, scholarship recipients, and all fundraising events. This committee shall prepare and submit printed information to promote, within the larger community, the Alumni Association scholarship program.

SCHOLARSHIP: Upon review of the available scholarship funds as per the Treasurer, this committee shall determine the number of scholarships to be given as well as review the applications and select the recipients. This committee shall work with the Guidance Department to facilitate scholarship applications and distribute information to the school.

ARTICLE XVII: RECORD KEEPING/INVENTORY

Officers, Committee Chairpersons, and Historian shall keep an accurate accounting of duties and records of yearly activities. These records will be given to the incoming President and/or Committee Chairperson in an orderly fashion at the first meeting of the incoming Board. It shall be the responsibility of the outgoing President and the incoming President to oversee this transition.

An accurate inventory of all physical assets (except Association funds) and their location will be kept in duplicate. One copy is to be retained with the Treasurer's records and one copy is to be retained with the recording Secretary's records. This inventory may be audited at least once annually at the Board of Directors meeting and verified, or as determined necessary by the Board of Directors. It shall be the duty of the current President to delegate the locations of these properties with the approval of the Board of Directors.

ARTICLE XVIII: SIGNING AUTHORITY

The only Association members authorized to use their signature for Association business are as follows:

- Checks drawn upon the funds of the Association shall require the signatures of two Board of Directors whose names appear on the Association designated bank account signature card.
- Any document committing the Association to a plan of action requires two (2) signatures, a member of the Association with temporary authorization of the Board of Directors and the President or Vice-President.
- Signing Association members shall not be related by marriage, blood or cohabitation.

ARTICLE XIX: PUBLICATIONS

The BHHS-MHSAA shall have the authority to publish a newsletter, post to social media and/or maintain a website to advance the mission of the Association. They may also have the authority to establish a logo, with approval of the Board of Directors.

ARTICLE XX: CONSTITUTION AND BYLAWS

SECTION I: This Constitution and Bylaws can be amended at any Annual Meeting provided proposed amendments have been made public, to each Association active member, thirty (30) days prior to the Annual Meeting. Proposed amendments to the Constitution and Bylaws must be signed by five (5) active members of the organization and submitted in writing to any elected officer who then shall present to the Board of Directors for consideration. Amendments will then be published thirty (30) days prior to the Annual Meeting where they shall be presented to the membership. The amendments shall become a part of this Constitution and Bylaws only if approved by two thirds (2/3) majority of the members present and voting at said meeting.

SECTION II: The Bylaws shall be reviewed and revised, if necessary, at least every five (5) years.

Approved by Association members at the Annual Meeting on May 13, 2023.