

KENT CITY SCHOOLS ALUMNI ASSOCIATION

OFFICERS AND THEIR ELECTION

- Section 1
- a. The officers of this Association shall be: president, vice president, secretary, and treasurer.
 - b. The officers shall be elected annually in the month of May preceding the fiscal year in which the elected officers shall serve. The election of officers will be conducted at the May meeting of the Association. The officers will be elected from a list of those nominated, as set forth. The nominee of each office receiving the majority of the votes of those members present and voting at said annual May meeting shall be deemed elected to the office.
 - c. Officers shall assume their official duties on September 1 of the next fiscal year following their election and shall serve for a term of one year and/or until their successors are elected. The last Executive Board meeting each year shall be a joint meeting of the newly elected officers and the retiring board at which time each retiring board member shall turn over all pertinent information to the new board member.
- Section 2
- a. Members who are graduates from the Kent City Schools may put themselves in nomination of any of the four offices of the Association between January and April preceding a May election.
 - b. An announcement shall appear in each Fall/Winter newsletter informing the membership of the upcoming election, including procedures and timeline.
 - c. The nominees for president shall have served at least one term on the Executive Board with the exception of the first president of the Association.
- Section 3
- A vacancy in any elective position shall be filled for the unexpired term by a member elected by majority vote of the remaining members of the Executive Board. Notice of the election shall be given at least four (4) days prior to the meeting. In case of a vacancy in the office of president, the office shall be automatically filled by the first vice president.

DUTIES OF OFFICERS

- Section 1 The **president** shall:
- a. Preside at all meetings of the Association and of the Executive Board.
 - b. Coordinate the work of the officers and committees in order that the objects may be promoted.
 - c. Appoint all Committee Chairmen prior to the annual September meeting.
 - d. Represent the Association at school district and public events and activities.
 - e. Perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Association or by the Executive Board.
- Section 2 The **vice president** shall:
- a. Act as aide to the president.
 - b. Perform the duties of the president in the absence or inability of that officer to serve.
- Section 3 The **secretary** shall:
- a. Record the minutes of all meetings of the Association and of the Executive Board and shall perform such other duties as may be delegated to her/him by the president.
 - b. Conduct and keep a record of all correspondence of the Association and shall inform all members of meetings and other Association functions.
 - c. Maintain a file of all Association meeting minutes, financial reports, agendas, and attachments.
- Section 4 The **treasurer** shall:
- a. Receive all monies of the Association, keep an accurate record of receipts and expenditures, and pay out funds as approved by the Executive Board or authorized by the Association.

- b. Present a financial statement at every meeting of the Association and at other times when requested by the Executive Board and shall make a full written report at the close of the fiscal year. The treasurer's accounts shall be examined bi-annually by an auditing committee. This committee, of not less than three (3) members (including the president), shall be appointed by the Executive Board two (2) weeks before the close of each even fiscal year and shall submit its signed report for the approval of the Association at the September meeting. The treasurer's authority regarding receipts, expenditures and any petty cash fund will be subject to regulations adopted by the Executive Board.
- c. Prepare an annual budget and present it at the May meeting for review by the Executive Board.
- d. File appropriate tax returns and other legal documents as required of the Association.
- e. Complete an electronic back up all financial records twice per year.

Section 5 The President and Treasurer have the authority to make payments between meetings.

- Section 6 All officers and committee chairmen shall:
- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time-to-time.
 - b. Be subject to recall by a majority vote of the Executive Board if these duties are not performed.
 - c. Deliver to their successors all official material within ten (10) days following the meeting at which the successors assume their office (or at the close of the fiscal year).
 - d. Be removed from their positions if absent for three (3) consecutive meetings unless there is justifiable cause for such absence.