

**BYLAWS OF THE CRESTON ALUMNI ASSOCIATION**  
**As Amended September 11, 1999**

**ARTICLE I - NAME**

*Section 1. Name.* The name of this organization shall be the Creston Alumni Association.

**ARTICLE II - ADDRESS**

*Section 1. Address.* The address of the Creston Alumni Association shall be the address of the President or other such designee as approved by the Board of Directors.

**ARTICLE III - OBJECTIVE**

*Section 1. Objective.* The objective of the Creston Alumni Association shall be to provide annual scholarships for graduates of Creston High School and to hold an annual reunion for all alumni and staff of the Creston School.

**ARTICLE IV - MEMBERSHIP**

*Section 1. Membership.* Membership shall be open to all who attended or worked at the Creston School.

*Section 2. Associate Members.* Associate membership shall be available to those who did not attend or work at the Creston School. These members will have no voting rights.

*Section 3. Membership Dues.* Membership dues for members shall be established and approved by the Board of Directors.

*Section 4. Membership Renewal.* Annual dues for each calendar year are due and payable on March 31 of each year or as established by the Board of Directors. The Board shall determine the time and manner of payment.

**ARTICLE V - BOARD OF DIRECTORS**

*Section 1. Board of Directors.* The governing body of the Creston Alumni Association shall be a Board of Directors consisting of the elected officers and directors.

*Section 2. Officers.* The elective offices of the Creston Alumni Association shall be: a President, a Vice President, a Secretary and a Treasurer. The Board of Directors may combine the office of Secretary and Treasurer into one position should the situation so dictate.

*Section 3. Directors.* The directors will consist of five (5) members of the Creston Alumni Association. If the Secretary and Treasurer should become one position, an additional director may be elected or appointed to the Board to keep a voting majority. The Immediate Past President shall be a member of the Board ex-officio, without vote.

*Section 4. Term of Office.* Officers shall be elected for a one-year term. Directors shall be elected for two-year terms. In order to implement staggering terms, the first year, two directors shall be elected for one year.

*Section 5. **General Powers of the Board of Directors.*** In managing the affairs of the Creston Alumni Association, the Board of Directors shall have the authority to transact any necessary business between meetings and to make recommendations as to the policies of this organization.

*Section 6. **Duties of Officers.*** The duties of the Officers shall be such as are ordinarily incident to their respective offices.

*Section 7. **Vacancies.*** In case of a vacancy during the term of office, the Board of Directors shall have the power to appoint a member to fill such vacancy.

## ARTICLE VI - MEETINGS OF THE MEMBERS

*Section 1. **Annual Meetings.*** The annual meeting of the members of the Creston Alumni Association shall be held on the second Saturday in September unless another date is selected by the Board of Directors.

*Section 2. **Notification.*** Written notice of the annual meeting shall be given to the members at least thirty days prior to the time of the meeting.

*Section 3. **Treasurer's Report.*** At the annual meeting of the members, the Treasurer shall make a complete report of the financial condition of the Creston Alumni Association for the immediate preceding calendar year.

*Section 4. **Election of Officers and Directors*** At each annual meeting the members shall elect the officers and directors for the ensuing year.

*Section 5. **Presiding Officer.*** If the President and Vice President are absent from a meeting, a presiding officer shall be selected from the Board of Directors by a majority of the board members then present.

*Section 6. **Quorum.*** Fifteen percent of the voting members shall constitute a quorum for the transaction of business at any membership meeting. If less than such majority be present at a meeting, a majority of those present may adjourn the meeting without further notice.

## ARTICLE VII - MEETINGS OF THE BOARD OF DIRECTORS

*Section 1. **Regular Meetings.*** The time, place, and manner of regular meetings of the Board of Directors shall be set by the President.

*Section 2. **Special Meetings.*** Special meetings of the Board may be called by the President, or by written request from a majority of the Board of Directors to the President. The President will fix the time and place for the holding thereof.

*Section 3. **Minutes.*** The minutes of the last preceding meeting of the Board shall be read at each meeting, unless dispensed with by a majority vote of the Directors present, and the Board shall vote to approve or amend such minutes.

*Section 4. **Treasurer's Report.*** At each regular meeting of the Board of Directors, the Treasurer shall make a report on income and expenditures since the last meeting and give the current balance.

*Section 5. **Presiding Officer.*** If the President and Vice President are absent from a meeting, a presiding officer shall be selected from the Board of Directors by a majority of the board members then present.

*Section 6. Quorum.* A majority of the authorized number of voting Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If less than such majority be present at a meeting, a majority of those present may adjourn the meeting without further notice.

*Section 7. Open Meetings.* Each Board of Directors meeting shall be open to attendance by all members of the Association. The Board, by vote, may allow participation of visitors. The Board may also meet in executive session.

*Section 8. Expenses.* All travel, telephone, and personal expenses of the Board of Directors will be borne by the individual, not the Creston Alumni Association unless authorized by the Board of Directors.

## ARTICLE VIII- COMMITTEES

*Section 1. Creation.* The President may create such committees as he/she may deem necessary, or as may be directed by the Board of Directors. There will be four standing committees: (1) Membership Committee, (2) Scholarship Committee, (3) Nominating Committee, and (4) Reunion Committee.

- a. Membership Committee. The Membership Committee will assist in keeping the addresses and status of members current. They will formulate a letter to all Creston alumni and staff requesting dues and/or scholarship donations. This notice will be mailed in February of each year unless another time is selected by the Board.
- b. Scholarship Committee. The Scholarship Committee will be comprised of at least three members who will deliver scholarship application forms to Creston High School at least sixty days before graduation, select the scholarship recipient(s), and arrange the distribution of the Creston Alumni Scholarship(s) at graduation.
- c. Nominating Committee. The Nominating Committee of three or more members will select the candidates for each position to be filled on the Board of Directors. The will also conduct the election at the annual meeting.
- d. Reunion Committee. The Reunion Committee will organize the annual reunion to include the letter of invitation which will be mailed to all Creston alumni and staff at least six weeks in advance of the reunion.

*Section 2. Committee Chairperson.* The President shall designate one member as committee chairperson.

*Section 3. Term.* The appointed committees shall function only during the appointing president's term.

*Section 4. Meetings.* Committees shall be entitled to meet as needed for the completion of their work. The chairperson of each committee shall designate the time and place of the meeting and notify each member of the committee.

*Section 5. Expenses.* All travel, telephone and personal expenses of committee members will be borne by the member, not the Association, except when authorized by the Board of Directors.

## ARTICLE IX - APPROPRIATION OF FUNDS

*Section 1. Dues & Scholarship Donations.* All of the scholarship donations received will be set aside for the sole purpose of awarding scholarships. A percentage of the dues received will be

used to cover administrative costs and the cost of the reunion. The remainder of the dues will be added to the scholarship fund.

#### ARTICLE X - FISCAL AND ELECTIVE YEAR

*Section 1. Definition.* The fiscal year shall be July 1 through June 30 or as established by the Board of Directors. The elective year of the Creston Alumni Association shall be from the Annual Meeting to the next Annual Meeting.

#### ARTICLE XI - RULES OF ORDER

*Section 1. Definition.* Robert's Rules of Order, latest edition, in all instances wherein its provisions do not conflict with these Bylaws shall be recognized as the authority governing the meetings of the Creston Alumni Association, its Board of Directors and committees.

#### ARTICLE XII - AMENDMENTS

*Section 1. Bylaws.* These Bylaws can be amended at any regular membership meeting by majority vote.

*Section 2. Extraordinary Circumstances.* If a matter comes up which cannot be handled within the scope of these Bylaws, the Board of Directors may decide how to handle the matter, but must account to the membership at the annual meeting.

#### ARTICLE XIII - DISSOLUTION OF ASSOCIATION

*Section 1. Dissolution.* In the event of dissolution of the Creston Alumni Association, the net assets are to be distributed as scholarships to graduates of Creston High School.