

BY LAWS

FOR

FORT PIERCE CENTRAL/WESTWOOD HIGH SCHOOL  
CLASS OF 1979 ALUMNI ASSOCIATION INCORPORATED

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## BY LAWS

# FORT PIERCE CENTRAL/WESTWOOD HIGH SCHOOL CLASS OF 1979 ALUMNI ASSOCIATION INCORPORATED

### ARTICLE I

#### NAME

This organization shall be known as the Fort Pierce Central/Westwood High School Class of 1979 Alumni Association.

### ARTICLE II

#### PURPOSE

The purpose of the Fort Pierce Central / Westwood High School Class of 1979 Alumni Association is to preserve and promote fellowship among its alumni as well as support future graduates by promoting programs initiated by the members. The goals of the Alumni Association are:

- To develop a comprehensive database of all alumni of the class of 1979.
- To maintain a website with online announcements regarding significant events in the lives of the alumni.
- To provide the highest quality reunion experience at the lowest cost to classmates.
- To provide scholarship opportunities to future graduates of our schools.
- To provide a small benefit/gift to bereaved families when a classmate passes. This may include flowers/meal for the family.

### ARTICLE III

#### MEMBERSHIP QUALIFICATIONS

Membership within the Alumni Association will consist of graduates of the Fort Pierce Central High School and Fort Pierce Westwood High School Class of 1979 of

Fort Pierce Florida. Classmates that did not complete graduation may participate as member, but may not serve as officers of the Alumni Association.

## ARTICLE IV

### OFFICERS

The following officers will govern and serve within the Fort Pierce Central/Westwood High School Class of 1979 Alumni Association.

- President- His/her duties shall be to preside over all Alumni Association meetings, as well as obtain and distribute information concerning the Class of 1979. He/she will make no motion or have a vote except in the case of a tie, when he/she may cast the deciding vote. He/she shall represent the Alumni Association in civic and public gatherings, unless he/she appoints a designee. He/she shall turn over to the successor all property belonging to the Alumni Association.
- Vice President- His/her duties shall be to preside over meetings in the absence of the President as authorized by the President. He/she shall assist the President in the opening of meetings. The Vice President shall have full knowledge of all business of the Alumni Association.
- Secretary- His/her duties will be to record the proceedings of the meetings and keep a written file of the same. He/she shall receive all reports directed to her by the President. When absent, he/she shall leave the record book with the President, Vice President, or Assistant Secretary. He/she shall turn over to the successor all property belonging to the Alumni Association.
- Assistant Secretary- His/her duties will be to record the proceedings of the meetings and keep a written file of the same in the absence of the Secretary. He/she shall receive all reports directed to her by the President in the absence of the Secretary.
- Treasurer- His/her duties shall be to receive all monies paid into the Alumni Association and deposit all monies immediately (within three days) into the designated bank account. He/she will keep an account of all receipts and expenditures, and provide a written monthly report of the account to the

Alumni Association. He/she shall write out all checks authorized by the Alumni Association. At least 30 days following a fundraiser, a written report shall be submitted to the Alumni Association. He/she shall ensure annual non-profit fee is paid to the State of Florida by June 1<sup>st</sup> of each year. He/she shall file annual IRS forms. He/she shall submit records to the Audit Committee when required, as well as meet with and assist them in the audit. He/she shall turn over to the successor all property belonging to the Alumni Association.

- Parliamentarian- His/her duties shall be to assist the President in keeping order during meetings of the Alumni Association.
- Chaplain- His/her duties shall be to invoke the divine blessing of the Lord during the opening and closing of meetings, and any other time when called.

## ARTICLE V

### ELECTION

#### Section 1: Election of Officers

The election of officers for the Alumni Association will be held by the Nominating Committee that has been appointed by the President no later than July 1<sup>st</sup>. Election may be held by nominations from the floor or by secret ballot, whichever is voted upon by the officers present at the time of election.

#### Section 2: Installation of Officers

The Nominating Committee shall hold an installation of Officers Ceremony after the election at the convenience of the Alumni Association.

#### Section 3: Audit

Within thirty (30) days prior to the election, the books and records of the Secretary and Treasurer will be audited by a committee that has been appointed by the President. All books must be in order before the election is held.

#### Section 4: Terms of Office

Each officer will serve for a term of five (5) years commencing in August of the elected year, and ending in July of the 5<sup>th</sup> year.

#### Section 5: Credentials Committee

The Credentials Committee, consisting of the Secretary and Treasurer shall determine the members eligibility to:

- Be nominated for office
- Cast a vote during meetings
- Cast a vote during elections

### ARTICLE VI

### MEETINGS

#### Section 1: Regular Meetings

Regular meetings of the Alumni Association shall be held when notified by the President.

#### Section 2: Time and Location

Meetings will be held at a time and location that is agreed upon by the Officers. If a meeting is cancelled, members will be notified by the Secretary or President at least 24 hours in advance.

#### Section 3: Quorum

A quorum shall constitute representation of all officers of the Alumni Association be present at regular meetings.

#### Section 4: Regular Order of Business

The order of business shall be as follows:

- Meeting called to order

- Opening Prayer
- Reading of previous minutes
- Reading of monthly financial report
- Correspondence/Announcements
- Sick and Distress report
- Unfinished business
- New business
- Closing Prayer

## ARTICLE VII

### DUES

Member dues shall be determined periodically. These dues will be utilized to carry out the Purpose (Article II) of our organization. Members may pay either in one lump sum or monthly installments. The total amount shall be payable by June 30<sup>th</sup> of each calendar year.

## ARTICLE VIII

### SICK AND SHUT IN

Upon notification that a member of the Class of 1979 has been hospitalized with a serious illness, the President will email all members unless privacy is requested by the family. In the event of death, a floral arrangement or a monetary donation will be sent to the family/beneficiary.

In the event of death of a member of the classmate's immediate family (mother, father, sister, brother, spouse, child), a condolence card will be sent to the classmate from the Alumni Association.

## ARTICLE IX

### BY LAWS

#### Section 1: Amendments

Any member of the Alumni Association wishing to amend, alter or make additions to these By Laws must submit the changes in writing to the President of the association thirty (30) days prior to the next scheduled meeting.

Section 2: Adaptation

After new amendments have been completed, changes shall be read by the By Laws Committee three (3) consecutive times in regularly stated meetings before adoption becomes final.

Section 3: Approval

Approval of the By Laws shall be by a two-thirds (2/3) vote by the Officers present at a regular scheduled meeting.

Section 4: Signed Copy

The President/designee shall make available a signed copy of the By Laws to the Officers of the Alumni Association.

Section 5: Keeper of Original Copy

The Secretary and the President shall be the keepers of the original copy of the Fort Pierce Central/Westwood High School Class OF 1979 Alumni Association By Laws.

Octavia Clark Yietto

President

Jammy Marie Wilk

Secretary

Geo D. Messley

Treasurer

Earl P. Pappas

Parliamentarian

Shirley M. Roth

Vice President

Barbara G. Huff

Assistant Secretary

Alvin Hendley

Treasurer

Peggy Allen

Chaplain



FORT PIERCE CENTRAL/WESTWOOD HIGH SCHOOL

CLASS OF 1979 ALUMNI ASSOCIATION OFFICERS

JUNE 2018

- President Octavia Clark
- Vice President Sharon Norton
- Secretary Tammy Williams
- Assistant Secretary Barbara Ruff
- Treasurer Eva Pressley
- Treasurer Lajune Henley
- Parliamentarian Earl Jackson
- Chaplain Peggy Allen