

CRESTWOOD CHARGERS ALUMNI ASSOCIATION

CHARTER

Article I – Name

The organization shall be known as the Crestwood Chargers Alumni Association (CCAA).

Article II - Purpose of the Association

The purpose of the CCAA shall be to promote and support programs and activities of CCAA members by providing social networking, philanthropic and economic benefits to its membership. CCAA members are further encouraged to assist their communities and Crestwood High School through their skills, personal and professional connections.

Article III - Membership

The CCAA shall consist of two classes of members; non-voting members and voting Executive Board members. All graduates of Crestwood High School are eligible for membership. Membership is attained through membership registration and any applicable dues that may apply. Honorary members shall consist of those friends and benefactors whose services and support of the CCAA may recognize. Honorary member candidates shall be nominated by a member and voted on by the Executive Board. Honorary members gain full and equal privileges of a CCAA member. Members do not hold any voting rights or direct influence on the Executive Board's decisions. Members who hold office or are board members have rights to vote and conduct business on behalf of CCAA.

Article IV - Governance and Management

The governance and management of this Association shall be exercised by the CCAA Executive Board.

Article V - Funding

Financial support for the routine operation of the CCAA and the Executive Board shall be provided by monies raised through alumni fundraising events created for that purpose by the Board and through voluntary donations. All monies raised shall be placed in a bank account that has been set up for that purpose by the Officers of CCAA. All checks written on the CCAA account will be signed by authorized signers in accordance with the CCAA bylaws.

Article VI – Executive Board

The Executive Board shall consist of both CCAA Officers and its Board of Directors. The Executive Board shall consist of a combined maximum of 13 members.

- **Board of Directors.** Membership on the Board of Directors shall be for two year renewable terms. In year one of our organization, board of directors will be split into 4-one year terms and 5-two year terms; so as not to burden CCAA with disruptive change in leadership. In no year shall more than 50% of the Executive Board terms expire for renewal or change of leadership.
- **Officers.** The elected officers of the CCAA shall consist of a President, a Vice President, a Secretary, and a Treasurer. They shall be elected for terms of one year without term limits.

Article VII - Meetings

The Executive Board of the CCAA shall meet a minimum of four times each year. Meetings shall be scheduled in November, February, May and August on a day and time set by board members. Additional meetings of the Executive Board may be scheduled as necessary by the calling of any board member. One annual meeting for the general membership shall be scheduled by the Executive Board. Election of officers will be held at the November meeting.

Article VIII - Class Captains

Each graduating class shall be represented by one or more Class Captains who will be available once a year, in November for a general meeting with the Executive Board of the CCAA. The Class Captains will pro-actively encourage classmates to attend alumni events; act as a liaison with members of their class who are planning reunions; provide the Executive Board and the interests of their classmates; and solicit volunteers from their class for an annual membership drive, on alumni standing and ad hoc alumni committees.

Article IX - Amendments to the Constitution and By- Laws

This Constitution and/or any part thereof may be repealed, altered, revised, or otherwise amended by a 69% majority vote of the Executive Committee. A copy of the suggested revisions, proposed repeal, or other alterations must be provided to the Secretary of the Executive Board 30 days prior to the meeting at which discussion of the proposal will be introduced.

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BY-LAWS

Article I Membership on the Executive Board

Nominations for membership on the Executive Board may be offered to the members of the Board for consideration. Appointments for open seats on the Executive Board will be announced at the annual November Meeting. Vacancies due to resignation will be filed as they occur.

Article II Duties of the Executive Board

The Executive Board shall have the following responsibilities:

- a) Initiate CCAA activities.
- b) Establish, appoint members to, and chair all standing and ad hoc committees.
- c) Promote and support select programs and activities of CCAA members providing social, philanthropic and economic benefits to its membership.
- d) Promote select curricular, extra-curricular; and fund raising programs of Crestwood High School.
- e) Foster communication with alumni regarding the select activities and programs of the CCAA, its members and the Crestwood High School.
- f) Develop a visible alumni presence within the school and the Dearborn Heights community, and promote and pass on the Crestwood legacy and traditions.

Article III - Election of Officers and Executive Board Members

The Election Committee will accept nomination for candidates of opening Officer and Executive Committee offices beginning February through April. All nominees must grant consent before their names are placed on the ballot. The Election committee will develop a slate of candidates to be presented to the Board at the regularly scheduled May meeting.

The Executive Board shall elect officers from the slate presented by the Election committee at the annual August meeting. Officers and other Executive Board members will assume their duties at the November meeting. Officers will be limited to no more than three consecutive terms in any one office. Executive Board members will not have term limits. Should any office become vacant due to resigning or removal, the position may be filled by the Executive Board at the next regularly scheduled meeting.

Election Terms are as follows:

- a) Officers will be one year.
- b) Executive Board members shall be two years. In CCAA's year one, six Executive Board member terms will be one year; while seven others remain two year terms. In year two, all Executive Board member terms will be two years and staggered to ensure that in any year only half of the Executive Board seats will be up for election; thereby, retaining

leadership continuity throughout any transition.

Article III Duties of the Officers

- a) **President.** President shall preside at all meetings of the Executive Board, may call special meetings as necessary, and shall serve as an ex officio member of all standing committees. If applicable, the President will ensure that all committee chairs prepare and present to the Board written minutes of all committee meetings and written reports of all events sponsored by each committee. The President of the Executive Board shall be the official representative of the Alumni Association.
- b) **Vice President.** The Vice President shall assume the role of the President in the latter's absence. The Vice President shall also serve as the Chair of the Crestwood Alumni Annual Appeal Committee. The Vice President shall assist the president as necessary in the discharge of his/her duties.
- c) **Treasurer.** The Treasurer shall monitor the financial records, collect funds, make deposits, pay bills and demands authorized by the Executive Board, shall keep an account of all receipts and disbursements in proper books which shall be subject to examination by members of the Executive Board as well as present an annual financial statement and audit at the November Executive Board Meeting. He/she shall submit an audit of all accounts and expenditures at each quarterly Board of Directors meeting. He/she is responsible for government and regulatory reporting such as taxes and licensing. At the end of the November Executive Board meeting, he/she shall turn over all funds books, papers and other property of the Board to his or her duly elected successor. The Treasurer shall serve as Chairman of the Budget Committee.

Spending

- i. **Transaction Spending Limits:** Board expenditures by budget line item or individual request will be as approved.
 - ii. **Emergency Transaction Spending Limits:** One payment not to exceed \$250 prior to Board review authorized by email the Treasurer and transacted by an authorized signer of the CCAA bank account. Amounts exceeding \$250 but not more than \$500 shall be granted only by written or email approval from all sitting Officers prior to Board review.
- d) **Secretary.** The Secretary shall provide notice of pending meetings to all board members, shall prepare the agenda with input from the Executive Board, shall keep minutes of the meetings, and shall provide members with a copy of the minutes by mail within two weeks following each scheduled meeting. The Secretary shall maintain and regularly update the directory of Executive Board members and Class Captains with home and work addresses, telephone numbers, and e-mail addresses and hold electronic copies of the CCAA member contact information, as well as any legal document generated by any Executive Board member or committee. The Secretary will maintain copies of all official correspondence between any member of the Executive Board and any outside individual, company, organization or government agency. The Secretary shall correspond as directed by the Executive Board with members of CCAA, local businesses, and other

organizations as necessary and appropriate.

At the May meeting of the Executive Board, each Sector shall present a complete financial report for the year.

Article IV - Duties of the Board of Directors

- a) The Board of Directors shall be the governing body of the Executive Board within the restrictions of these Bylaws and shall have such powers as are necessary to carry out its responsibilities.
- b) The Board of Directors may hold one (1) meeting each month and shall hold such special meetings as may be called by the President or any three (3) members of the Board of Directors.
- c) A quorum for the transaction of business by the Board of Directors shall be 60% of the sitting Board. All decisions must have a 69% majority of all sitting Board Members. All officers and directors, including the President, shall have the right to vote as stated herein.
- d) All checks, drafts and orders for payment of money shall be pre-approved by the board by either individual check or approved budget. Checks and other banking withdrawals must be signed by the Treasurer and one other pre-authorized officer or board member.
- e) The Secretary shall be copied on all official correspondence between any Executive Board and any outside individual, company, organization or government agency.
- f) The Directors shall have the power to appoint, employ or dismiss legal counsel, accounting professionals, agents or other contractors as may be necessary for the transaction of the business of the Board and fix the terms of compensation thereof.
- g) In addition to the specific powers conferred by the Bylaws, the Directors shall conduct the affairs of the Board, and exercise all powers of management in Board affairs.

Article V – Committees

The following Standing Committees shall be established and shall be chaired by a member of the Executive Board. Each member of the Executive Board shall be a chairperson or a member of at least one standing committee. Additional members of the standing committees shall be solicited from the roster of Class Captains or the general alumni membership.

Standing Committees

- a) Membership Committee is responsible setting membership growth objectives, achieving these objectives, maintaining current all member contact information, establishing repeatable and sustainable processes for growing the membership of the organization and its member benefits.
- b) Fundraising Committee is responsible for achieving set annual fundraising targets used to support the advancement of CCAA initiatives, member's benefits and associated activities.
- c) Entertainment Committee is responsible for providing a vibrant and bonding social experience for CCAA members. The committee will plan and submit the social calendar for CCAA, provide an annual budget, promote the social calendar to the membership and manage the activities and its appropriate sub-committees.

- d) Public Relations Committee is responsible for the promotion of a favorable CCAA image by establishing, maintaining, or improving a favorable relationship between CCAA and the public.
- e) Budget Committee, lead by the CCAA Treasurer, is responsible for preparing CCAA's revenue and expenditures projections, budget instructions, target budgets, CCAA and its committee's budget oversight, quarterly and annual internal reporting, and all external government and regulatory agencies.
- f) Action Committee is responsible for applying the power of the membership to achieve CCAA philanthropic objectives through its selection, planning and successful execution of supporting projects.
- g) Election Committee is responsible for ensuring Officer and Executive Board elections and removals are well organized, executed and that all transitions are without obstacles.

Ad hoc Committee shall be established as needed by the Executive Board to work on a specific task or project and will be dissolved once the task/project has been completed.

Article VI - Removal of Members from the Board

The failure of an Executive Board member to attend a majority of the scheduled meetings, without prior excuse for a legitimate reason shall result in the termination of that Board member's term of office without further action by vote of the Executive Board. The vacancy created shall be filled for the remainder its term by nomination and majority vote.

Article VII – Meetings

CCAA quarterly and formal meetings shall be governed by Robert's Rules of Order and adhere to the following format, unless otherwise modified by vote of the ranking committee; i.e. Executive Committee, standing Committee, or ad-hoc committee.

1. Quarterly Meetings
2. Call to Order
3. Acceptance of the last meeting's Minutes
4. Acceptance of this meeting's Agenda
5. CCAA Action Items
6. Standing and Ad-Hoc Committee Reports (all committees report)
 - a) Annual Objectives and Year-to-date performance
 - b) Past Quarter's Objectives and Results
 - c) Current Quarter's Objectives
 - d) Obstacles to Success and Remedies
7. Other Business
8. Future Business
9. Announcements
10. Adjournment

Robert's Rules of Order

Summary Version

For Fair and Orderly Meetings

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (the speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committees to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made

before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.