BYLAWS OF THE ALUMNI ASSOCIATION OF EASTWOOD HIGH SCHOOL

(AKA the Eastwood Alumni Association)

Article I - Name, Description, and Purpose

Section 1: Name

The name of this Association shall be the Alumni Association of the Eastwood School District (AAESD). It may also simply be called the Eastwood Alumni Association. The Association's address is: Administration Building, c/o Eastwood Alumni Association; 120 College Avenue, Pemberville, OH 43450

Section 2: Description

The Association may serve as an advisory body over certain alumni committees including, but not limited to, the Eastwood Eagle Way Hall of Fame.

Section 3: Purpose

The purpose of this Association is to enhance the educational process and learning environment in the Eastwood School District by encouraging membership in the Association establishing an alumni data base to promote networking; to award student scholarships; to potentially assist with financing of school district projects or events; and to honor distinguished alumni and noteworthy citizens with induction into the Eagle Way Hall of Fame.

Article II - Membership

Section 1: Membership

Membership shall be granted to any alumni of Eastwood schools, alumni of the consolidated schools, or non-alumni who meet the criteria for membership.

Section 2: Membership criteria

A. Dues	$20 lifetime membership fee
B. Status	Any alumni of Eastwood schools or non-alumni interested in the Eastwood school district or Eastwood community
C. Limited offer	Current year graduates offered a free lifetime membership if the application is submitted by June 1 of the following year.

Article III - Executive Board of the Alumni Association

Section 1: Officers

The Executive Board shall be comprised of the following officers: president, vice-president, treasurer/secretary, or treasurer, and secretary.

Section 2: Duties of the Executive Board and the Officers

A. Executive Board: As needed, develop the Association's annual budget, establish and oversee any committees conducting the Association's business, establish fundraising projects, and organize and oversee the Eagle Way Hall of Fame nomination process, voting process, and HOF event. Approve all expenditures over $100.

B. President: Organize and plan monthly meetings; preside at member and Executive Board meetings; serve as the official representative of the Association; retain all official records of the Association; delegate representatives and responsibilities for committees and all tasks of the Association.

C. Vice-President: Assist the President as needed; Oversee/chair meetings in the absence of the President

D. Treasurer: Serve as the custodian of Association funds; financial activity shall be recorded in a manual or computer-based accounting system; Collect revenue; Pay bills as authorized; Report financial activity at each meeting; prepare year-end financial reports; Maintain banking relationships and accounts in good standing; facilitate/arrange for an annual audit; maintain and hold all financial records; and file forms required by Federal, State and Local governments as required by Law; take necessary steps to maintain 501(c) (3) status.

E. Secretary: Record and distribute meeting minutes of the Association; Retain all historical documents of the Association; Maintain an updated membership list including name, address, telephone #, email, graduating class and date of membership; Manage/arrange any communication with the Executive Board and members including, but not limited to, newsletters, email broadcasts, websites etc. unless done by other members

F. Removal: After reasonable notice, an officer may be removed from office by the remaining Executive Board members for failure to fulfill his/her duties by a majority vote of the attending Association members.

Section 3: Nominations

Potential officers shall be nominated at either the March or April meeting of the Association by attending members of the Association. Attending members shall vote on the nominees with the top vote getter earning the position.

Should openings occur, there are two ways for filling the vacancy. First, nominations for the open position(s) shall be taken from the members at the first meeting that the opening(s) is known. After nominations are closed, attending members will vote for the open position(s) with

the person obtaining the most votes being selected to serve. Second, the president or presiding officer may assign someone to fill the vacancy.

Section 4: Terms of office

It's desirable that the length of term for executive board members shall be for two (2) years unless it is known at the time of voting that the position(s) that the top vote getter(s) plans to serve just one year.

Article IV - Meetings

Section 1: Meeting frequency

Meetings of the Association will usually be held monthly, as needed, or on an "as needed basis" for the purpose of proper functioning of the Association, its committees, or the organization as a whole.

Section 2: Notice of meetings

Association meeting dates, times, and locations may be advertised, but is not limited to, the Alumni tab of the Eastwood Schools website, the Association's Facebook page, in community emails, and in various print publications.

Article V - Finances

Section 1: Accounts

The Association shall keep funds in a savings/checking account under the name of the Association. The account, to be held at a community financial institution, shall have two Executive Board members as signers on the account

Section 2: Audit

The Association shall arrange for an independent review of its financial records each year.

Section 3: Reporting

At each Association meeting, the Association's Treasurer shall provide an update of the Association's income and expenses since the last meeting. Full annual reports may be submitted as needed or requested.

Article VI - Fundraising

Section 1: Purpose

The purpose of Association fundraising is to enhance opportunities for Eastwood graduating students via scholarships and/or to assist with any educational projects or events in the Eastwood school district.

Section 2: Accounts

If necessary, special accounts may be designated for various fundraising events.

Article VII - Voting Privileges

Section 1: Voting

A. Any member of the Association may vote for the Eagle Way Hall of Fame nominees. Such voting may include, but is not limited to, in-person and on-line voting. Full nominee applications will be available during in-person voting opportunities while a maximum of five bullet points containing the highlights of the nominee will be found on in-person and on-line ballots.

B. Any member attending Association meetings may vote on any procedural issue or other issues before the Association

Article VIII - Nominating of officers

Section 1: Nominating officers

Any Association member may nominate a member for the Association's executive committee which consists of the following officers: President, Vice-President, Treasurer, and Secretary.

Article IX - Nominees to the Eagle Way Hall of Fame (HOF)

Section 1: Advertisement

Advertising for HOF nominees may be through, but is not limited to, print publications, community emails, announcements at sporting events, via paid advertisements in sporting programs, and digital media.

Section 2: Forms

Nomination forms may be obtained from any Executive Board member or by downloading a copy under the Alumni section on the Eastwood Schools website.

Section 3: Nominators

Any member, including Executive Board members, may nominate someone for induction into the Eagle Way Hall of Fame. Nominations are due Nov. 15 of the current year.

Section 4: Nominee Criteria and selection process

Categories for potential nominees can be found on the nominating form. In short, the nominee must have had outstanding contributions to the district and community or have been a noteworthy alumni.

The selection process shall be coordinated by the Executive Board following the application deadline. A minimum of five nominations are required for an election to be held.

All voting information will be shared via digital media to all members.

Any nominee not gaining induction will be put in an active file for up to two additional years. If the nominee is not selected after three (3) years, the nominee will become inactive. The nominee can become active again if a new nomination form is submitted.

Article X - Contracts

Section 1: Authorization

Any contract(s) that the Association enters into shall be approved by the majority vote of the members at the meeting where the contract is offered.

Section 2: Signing

Contract signing authority is limited to the President and one other Executive Board officer designated by the President.

Article XI - Bylaw Amendments

Section 1: Proposed

Any member of the Association may propose amendments to the Association bylaws.

Section 2: Voting on bylaws amendments

Amendments to the bylaws shall be voted upon after the second scheduled meeting. A two-thirds (2/3) majority approval of all members present is required to adopt an amendment.

Article XII - Dissolution

In the event of dissolution of the Association, any funds remaining shall be donated to the

Eastwood Schools to support scholarships of graduating seniors.

Article XIII - Parliamentary Authority

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws have been revised and adopted on April 16, 2024.