

CONSTITUTION

Of the Canton Lincoln High School Alumni Association, Inc.

Article I: Name

The official name of this organization shall be the Canton Lincoln High School Alumni Association, Inc (CLHSAA).

Article II: Purpose

The purpose of this association shall be to promote and continue the memories and spirit of the alumni, friends and staff of Canton Lincoln High School. In addition, the intent of this association is to contribute to various community projects and to utilize our energy and funds for the betterment of the community of Canton, Ohio, in general.

Article III: Organization

Section A. The CLHSAA is chartered under the laws of the State of Ohio on July 1, 1989.

Section B. This constitution and the accompanying bylaws shall direct the operation of this association.

Section C. Robert's Rules of Order shall provide the parliamentary procedures for conducting business.

Article IV: Membership

Section A. Membership in this association shall consist of those people who have graduated for Canton Lincoln High School and have made their designated contribution for the current year. Said membership includes complete voting rights and the right to serve in any elected or appointed position by due process.

Section B. Membership is available to those who attended Canton Lincoln Junior or Senior High School. It also includes member's spouse or significant other, member's descendants, former Faculty/Staff, and friends of Canton Lincoln High

School who wish to promote the purpose of this organization and have made their designated contribution for the current year. Said membership includes the right to vote for officers, trustees, on all matters presented to the general membership, and the right to be elected or appointed as a trustee in due process. Said members may be appointed to serve on association committees. Membership for non-graduates does not include the right to serve as an association officer.

Section C. Associate membership status is available to a business or organization which wishes to promote the purpose of this association. The annual contribution shall be double the designated contribution amount of individual membership. No voting or office holding rights are included with associate membership.

Article V: Executive Committee

Section A. The administration of this association shall be vested in the Executive Committee.

Section B. The Executive Committee shall be composed of eleven (11) full voting positions. These positions shall be Immediate Past President, President, Vice President, Secretary, Treasurer, five (5) Trustees and Historian as determined by their term. Three (3) Trustees shall be elected for 2-year terms and two (2) Trustees for three (3) year-terms

Section C. The Executive Committee shall meet regularly and transact the routine business of the association and supervise the operation of the association.

Section D. Voting on Executive Committee business shall be done only by the eleven (11) members of that committee. A quorum shall consist of six (6) members of the Executive Committee and that is the minimum number of members necessary at a meeting in order to conduct business.

Article VI: Election of Officers

Section A: The Association shall conduct the election of the Officers and Trustees at the Annual (general) Meeting.

Section B: Terms of the office of president, vice-president, secretary, and treasurer shall be for one (1) year from January 1 through December 31. The positions of trustee shall serve either a two (2) year term or a three (3) year term.

In the event the President is elected for a second consecutive term, the existing Past President may remain in that position until the outgoing President automatically assumes the position of Past President.

Section C. All officers of this association must have graduated from Canton Lincoln High School between the years of 1943 and 1976 inclusive. Each member of the Executive Committee shall be a member in good standing of the association.

Section D. Expectation of a 75% attendance of officers and Trustees at the 12 yearly board meetings shall be required. Absence from three (3) board meetings without notification to the President or Secretary will be reviewed by the Executive Committee. After a review of the absences and upon presentation to the Executive Committee by President a request to remove said Officer/ or Trustee from the Executive Board will be presented to a quorum of the board members. A motion will be made, seconded, approved, and documented in the minutes. Said Officer or Trustee shall be removed from office by a majority affirmative votes by the Executive Committee. Once removed, the Nominating Committee shall present replacement nominees to the Executive Committee as soon as is possible for appointment.

Article VII: Duties of Officers and Trustees

Section A. President: It shall be the duty of the President to preside at all ~~of the~~ meetings of the general membership and Executive Committee. The President shall appoint the chairpersons as required to carry out the activities of all standing and special committees. The President shall conduct and supervise the affairs of this association according to this Constitution and ~~the~~ Bylaws. The President shall perform additional duties as may be required by the membership.

Section B: Past President: The President shall automatically assume the role of Past President after at the end of the Presidential term. The Past Present shall the members and executive Committee in a manner that shall make-it worthwhile use of the association leadership experience. The Past President shall perform additional duties as may be required by the membership.

Section C. Vice President: The Vice President shall serve in the absence of the President. The Vice President shall act as the chief advisor to the President in

facilitating the programs of this association. The Vice President shall perform additional duties as may be required by the membership.

Section D. Secretary: The Secretary shall keep minutes of the general membership and Executive Committee and make proper record of same. The Secretary shall be responsible for all correspondence of the Association. The Secretary shall perform additional duties as may be required by the membership. Said records generated by the Secretary shall be transferred to the succeeding Secretary or Executive Committee at the completion of said term.

Section E. Treasurer: The Treasurer shall receive and be responsible for all monies and securities belonging to this Association and shall act at the discretion of the Executive Committee. The Treasurer shall keep an accurate financial account of all monies received and distributed. The Treasurer shall submit a written report at all scheduled meetings and a report in writing annually and upon request of the Executive Committee. At the end of the term of the Treasurer's term, all money, property and financial records of this association shall be transfer to the succeeding Treasurer or the Executive Committee. There shall be an annual independent audit of the Association's finances whenever deemed necessary by the Executive Committee. The Treasurer shall perform additional duties as may be required by the membership.

Section F. Historian: The Historian shall be appointed by the President and shall serve at the pleasure of the President. She/he shall be a full voting member of the Executive Committee. The Historian shall seek to establish a record of people, activities, and memorabilia associated with Canton Lincoln Junior or Senior High School. A record of this association's event shall be catalogued for posterity. See attached document.

Section G. Trustee: Each Trustee shall take an active part in the Association's functions and shall act as a consultant in planning and performing such duties as required by the President or the membership. Each Trustee shall have a vote equal to each of the other members of the Executive Committee.

Article VIII: Meetings of the Membership

Section A: The Annual meeting of this association shall be held in September of each year, unless modified by the Executive Committee.

Section B: The nominating Committee shall present a slate of candidates to the Executive Committee at least 30 days prior to the Annual meeting.

Section C: Fifteen (15) current members in attendance at the Annual meeting shall constitute and quorum.

Section D: Other general membership meetings may be added at the discretion of the Executive Committee.

Section E: Executive Board meetings shall be held monthly or when deemed necessary.

Article IX: Order of Business

Unless this regulation is suspended by a majority vote of the Executive Committee present at any meeting, the order of business at all Association meetings is as follows:

1. Call to Order
2. Roll Call of voting members
3. Secretary's report
4. Treasurer's report
5. Other Officers' and Trustees' reports
6. Committee reports
7. President's report
8. Old or Unfinished business
9. New and Miscellaneous business
10. Comments from members
11. Adjournment

Article X: Standing Committees

Unless otherwise specified, the chairperson of the following committees plus special committees shall be appointed and serve at the pleasure of the President. The chairperson shall select committee members and they shall serve at the pleasure of their respective chairperson. The committee will be of a size deemed necessary to accomplish the purpose for which it was created. All committees

shall present their proposals and budgets at the beginning of the calendar year to the Executive Committee to obtain approval prior to proceeding with action.

Section A. Nominating Committee: It shall be the function of this committee to secure qualified nominees who are willing to be candidates for the elected position of the association in the annual election. It is desirable that there be at least two (2) candidates for each elected position of the Association in the annual election. The committee shall present the slate of candidates to the Executive Committee at least 30 days prior to the Annual meeting in the Fall. Additional nominations may be made from the floor of the Annual meeting.

Section B. Scholarship Committee: It shall be the function of this committee to distribute scholarship applications and to screen all applicants according to scholarship bylaws. Upon proper screening of the applicants, the committee shall recommend to the Executive Committee the number of grants to be considered. At that time, the Executive Committee shall vote on the Scholarship Committee's recommendations.

Section C. Membership Committee: It shall be the function of this committee to locate alumni and other potential members, promote membership in this association and compile a record of membership. The membership list is intended for the exclusive use by the Association and Canton Lincoln High School class reunion committees. **This list shall not be available for use by business or the general public.**

Section D. Alumni Awards Committee: It shall be the function of this committee to create a list of nominations from Canton Lincoln High School alumni and to establish the worthiness of the nominees to receive the award. After careful consideration of the nominees, this committee shall present its recommendations to the executive Committee for final approval.

Section E. Constitution and Bylaws Committee: It shall be the function of this committee to maintain and recommend the revisions of this constitution and bylaws of this Association as the need arises. Recommended changes shall be consistent with the objectives of this organization and for the benefit of this association. A review of this constitution and bylaws shall be reviewed as needed, but at least every 5 years.

Section F. Community Involvement Committee: It shall be the function of this committee to formulate association programs that contribute to community

projects and other activities which best promote the ideals of the Canton Lincoln High School Alumni Association.

Section G: Building and Grounds Committee: It shall be the function of this committee or chairman to communicate with the building owners, the Stark County Agricultural Society. The committee shall review and recommend any repairs to the building that exceed \$1,000 and present to the Executive Committee their reasoning for following through on the repairs. The Executive Committee shall have final discretion on any and all repairs. The Chairman of the Building and Grounds Committee shall be appointed by the current President of the Association.

Article XI: Amendments

This constitution may be amended by an affirmative vote of two-thirds (2/3) of the current members (A) in attendance at a regular monthly meeting, (B) at any meeting called for that purpose, or (C) returning a printed ballot mailed to current members. Proper advance notice of such voting shall be given.

Article XII: Bylaws of the Association

1. An Association newsletter shall be distributed to all known graduates of CLHSAA and other appropriate recipients at least once a year.
2. If possible, a newsletter shall be mailed to the membership at least thirty (30) days prior to the Annual meeting unless the mailing is rescinded by the Executive Committee.
3. The annual designated contribution to the Association shall be ten (10) dollars per member. The contribution shall be for the membership year beginning January 01 and ending December 31 of the same calendar year.
4. The fiscal year of the Association shall begin on January 01 and end December 31 of the same calendar year.
5. A proposed annual budget shall be prepared by the President and presented to the Executive Committee for consideration of adoption prior to January 01. This adopted budget shall guide the activities of the Association through the succeeding fiscal year.

6. Monies from fundraisers shall be designated for the Scholarship Fund unless otherwise voted on by the Executive Committee. An exception is that five percent (5%) of proceeds from fundraisers shall be designated for the Building Fund. Monies from other sources (e.g. membership dues) shall be designated for the operating fund.
7. Nominations for association candidates for officers and trustees which are made from the floor of the annual meeting shall require a second. Further, the nominees must be present to state acceptance of the nomination or written acceptance must be presented immediately in order for that name to be considered in the vote. All nominees must be paid members in good standing.
8. Each committee chairperson shall maintain and update a committee specific notebook. This notebook should reflect: the purpose, duties, members and timelines of that specific committee.
9. This constitution and bylaws shall be in full force and effect in governing this association upon the third (3rd) reading and the affirmative vote of the majority of the members in attendance following such reading.

Formulated: 07/01/1989
Revised: 09/17/1998, 09/10/2007, 09/2012,
09/2014,10/2016, 01/2023