

# Wooster High School Alumni and Friends Association

## Bylaws

May 16, 2002

### Article I - Name

The name of this organization shall be the Wooster High School Alumni and Friends Association. (Hereafter known as the Association or WHS A&F)

### Article II - Mission Statement

The mission of the Wooster High School Alumni and Friends Association is to preserve the heritage and traditions that strengthen the image of Wooster High School by enhancing involvement and communication of Wooster High School alumni and friends with each other, the school system and the community. This Association will help insure the legacy of Wooster High School.

### Article III- Membership and Dues

Section 1: Eligibility - Membership in the Association shall be open to any person who embraces the mission statement.

Section 2: Instatement - Any person eligible for membership shall become an active member upon payment of dues set for his/her classification of membership. New graduates of Wooster High School will immediately become active members without dues payments for five (5) years.

Section 3: Classification - There shall be three types of active membership classifications. The membership year shall be established from the time of dues payment.

- A. Annual - This is an annual fee of \$10.00 per person, renewable every year.
- B. Five Year - This is a payment of \$40.00 per person, renewable every five (5) years.
- C. Life - This is a one time payment of \$250.00 per person.

Section 4: Membership Privileges - Members of all active membership classifications have the privilege of being eligible to vote and serve as officers or committee members.

Section 6: Duties -

*President:*

- A. Shall preside over Executive Board meetings and all official meetings of the Association.
- B. Shall appoint special committees of the Association as needed from the active membership.
- C. Is ex-officio member of all committees, except the nominating committee on which he/she will be a voting member.
- D. Shall call special meetings as necessary.
- E. Shall provide assistance for officers and/or committees upon request.

*Vice President:*

- A. Shall fill in for the president in his/her absence in all official matters.
- B. Shall chair the governance and membership committee and review by-laws to propose any additions or changes that may be necessary.

*Membership Secretary:*

- A. Shall coordinate membership activities including sending membership applications as requested and keeping completed rosters of current membership.
- B. Shall prepare and send notification of all membership meetings to membership.
- C. Shall make available current class rosters for reunion committees.

*Recording Secretary:*

- A. Shall keep accurate minutes at each Executive Board meeting and at all other official membership meetings.
- B. Shall keep accurate files of all such minutes.
- C. Shall take care of all correspondence as directed by the president.
- D. Shall notify the executive board of board meetings and send them copies of previous meeting minutes prior to each board meeting.

*Treasurer:*

- A. Shall keep accurate account of all financial records and handle all monies of the association.
- B. Shall present financial records for annual review by a financial committee comprised of at least three (3) members appointed by the president.
- C. Shall oversee that the Association is in compliance with the federal income tax rules for exemption of a nonprofit organization under section 501 (c) (3) of the Internal Revenue Code.

Section 7: Any disciplinary procedures within this association shall be conducted as prescribed by our parliamentary authority, Robert's Rules of Order Newly Revised.

#### Article V - Meetings

Section 1: Annual Meeting: The Association shall hold an annual meeting, of the general membership, each year at the time and place the Executive Board shall determine, to conduct business, hear reports (including but not limited to financial reports), consider amendments to the by-laws and address additional business as properly presented.

Section 2: Executive Board Meetings: The Executive Board will meet four (4) times each calendar year. The president may call additional board meetings.

Section 3: Special Meetings: The Executive Board may call special meetings of the general membership of the Association, as it deems necessary.

Section 4: Quorum: A majority of the active membership present at a meeting or a majority at an Executive Board or committee meeting constitutes a quorum.

#### Article VI - Committees

Section 1: Standing and Special Committees -

A. The standing committees shall be:

Nominating, Membership and Governance, Communications, Special Projects/Gifts, Special Recognitions, Historical Reunions and Celebrations.

B. Unless otherwise stated the composition and duties of all standing and special committees shall be recommended by the president and approved by the Executive Board.

C. The president shall be an ex-officio member of all committees except the nominating committee.

Section 2: The Nominating Committee -

A. Shall consist of the five officers of the Executive Board.

B. Duties:

1. To seek out qualified candidates and strive for a blend of alumni and friends from various decades.

2. To prepare a ballot for annual elections to the Executive Board.

3. To include the names of the officer nominees in the newsletter prior to the annual membership meeting.

C. At the annual meeting, additional nominations may be taken from the floor.

Section 3: Membership and Governance Committee -

The mission of the Membership and Governance Committee is to guide the Association through the details of organizational structuring so that the purposes of this nonprofit charitable association can most efficiently and effectively be carried out.

Duties:

Establish, review and recommend to the Executive Board:

1. The Association bylaws.
2. Membership qualifications and dues periodically to determine if they need updated in their writing.
3. The mission statement and parliamentary procedures of the Association.

Section 4: Communications Committee -

The Communications Committee will provide information and format necessary for the members of the WHS Alumni and Friends Association to communicate with other alumni members, past faculty, current administration, and students currently enrolled at WHS. Said communications shall include, but not be limited to, website and e-mail, television and radio, newspapers and newsletters, and academic, athletic and social functions held at WHS or other designated locations.

Section 5: Special Projects and Gifts Committee -

The mission of the Special Projects and Gifts Committee is to identify projects and gifts that individuals or classes could contribute to the school system. This committee will develop a list of suggested projects, gifts and/or scholarships. Also, a survey will be distributed to appropriate individuals and associations to solicit their suggested gift opportunities.

Section 6: Special Recognitions Committee -

The Special Recognitions Committee is responsible for developing a program and process that will recognize WHS alumni, staff and friends for their outstanding personal achievement and service to the community. Recipients will be honored with a presentation of a proposed distinguished alumni award. The nomination of suggested award candidates, the final selection of award winners, with the concurrence of the Executive Board, and the associated promotional aspects of the awards program and its recipients will also be a part of the committee's responsibilities.

Section 7: Historical Reunions and Celebrations Committee -

The major focus of the Reunions and Celebrations Committee is to aid and support class reunions and to coordinate celebrations to enhance the historical spirit of Wooster High School.

### **Article VII - Parliamentary Authority**

*The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the Association may adopt.*

### **Article VIII - Amendments to Bylaws**

*Section 1: The bylaws can be amended by a two-thirds vote of the active membership at the annual meeting with previous notice of the proposed amendment having been voted on and accepted by the Executive Board prior to the date of the annual meeting.*

**By-Laws of the**  
**WHS Alumni & Friends Association**  
**Founded May 16, 2002**

---

In witness whereof, the undersigned founding members do, hereby, adopt these by-laws to govern the Wooster High School Alumni and Friends Association:

Jack R. Kane, President Jack R. Kane

Julie Craycraft, Vice President Julie Craycraft

Doris Bucher, Recording Sec. Doris Bucher

Justine Geiser, Membership Sec. Justine Geiser

Greg Long, Treasurer Greg Long

**Founding / Charter Members**

Don Bogner Don Bogner '64

Bonnie Drushal Bonnie Drushal 71

LeMar Ferguson LeMar Ferguson

Dotty Frye Dotty Betty Frye

Stanley Gault Stanley Gault

Joan Goodright Joan Goodright

Dick Graham Dick Graham

Don Hockenberry Don Hockenberry

Walter Kearney Walter Kearney

Dick Miller Dick Miller

Suzanne Miller Suzanne Miller

Steve Shapiro

*Steve Shapiro*

Heidi Steiner

*Heidi Steiner*

Jeff Steiner

*Jeff Steiner*

Ed Swartz

*Ed Swartz*

Lydia Thompson

*Lydia Thompson*

Clyde Webb

*Clyde Webb*

Ed Yund

*Ed Yund*

Shirley Yund

*Shirley Yund*

**Staff Liaisons**

David Estrop

*David Estrop*

Patrick Harrington

*Patrick Harrington*

Kristi Hiner

*Kristi Hiner*

James Jackson

*James Jackson*

Bernadette Pachmayer

*Bernadette Pachmayer*

**Board of Education**

*Bonnie Drushal*

Bonnie Drushal, President

*Casey Hoy*

Dr. Casey Hoy, Vice President

*Robert Johns*

Robert Johns

*Judith Thomas*

Judith Thomas

*Michael F Baus*

Dr. Michael Baus