

# Anthony Wayne Alumni Association

## Constitution

September 2025

### I. NAME

- a. Anthony Wayne Alumni Association

### II. MISSION

- a. To promote, cultivate, and honor shared connections made among Anthony Wayne Alumni, faculty, and community.

### III. OBJECTIVES

- a. Facilitate excellent communications with AWHs graduates.
- b. Provide scholarships to AWHs graduating seniors.
- c. Sponsor a Hall of Fame to promote and recognize individuals who reflect the values of the Anthony Wayne Schools and community.
  - i. Distinguished Alumni
  - ii. Faculty/Staff
  - iii. Honorary Nominees (Community Members)

### IV. POLICIES

- a. Non-profit organization (501-C3)
- b. Cooperate with the school administration, Superintendent, Board of Education and the community.

### V. RULES OF ORDER

- a. All questions not covered by the Constitution and Bylaws of the Anthony Wayne Alumni Association shall be governed by the current edition of Robert's Rules of Order.

### VI. MEMBERSHIP

- a. Open to any/all former Anthony Wayne students, faculty & staff, or community members.
  - i. One-time fee of \$50.00 for lifetime membership.
  - ii. Additional donations of any amount for scholarships are encouraged.

## VII. ELECTED OFFICES

### a. Elected Officers shall be:

#### i. President

- a. Provides leadership and direction to the organization.
- b. Presides at meetings of the organization and creates the agenda.
- c. Coordinates organization activities.
- d. Responsible for communication, but can appoint as needed.
- e. Conducts orientation of new Board members as needed.  
(See section VII., g.)

#### ii. Vice-President

- a. Presides at meetings in the absence of the president
- b. Works with the president toward fulfilling goals of the organization.
- c. Responsible for setting meeting dates and locations.
- d. Responsible for conducting a review of the Constitution and Bylaws every two years.

#### iii. Secretary

- a. Maintains official records of meetings.
- b. Maintains a roster of officers and other Board members; distributes to Board members annually.
- c. Maintains current copies of the organization's constitution and bylaws, and other documents.
- d. Handles correspondence of the organization and keeps records of it.
- e. Works with the President to handle communications for the organization.
- f. Supplies and distributes to the Board members, minutes for each Board meeting at least 1 week prior to the next scheduled meeting.

#### iv. Treasurer

- a. Shall be bonded by the organization.
- b. Oversees organization's finances, collects dues, and receives other monies, e.g. proceeds from tickets and all fundraising ventures.

- c. Maintains and supervises organization's bank and investment accounts.
  - d. Ensures there is more than one signatory on all bank and investment accounts.
  - e. Files IRS Form 990 (for organizations exempt from income tax) as necessary, and appropriate state forms to comply with fundraising statutes.
  - f. Prepares and submits financial statements for each Board meeting.
  - g. Pays all organization bills on time.
  - h. Provides appropriate change for various fundraising events.
  - i. Sends awarded scholarship funds to each university or trade situation as designated by the students, and keeps clear records of each transaction.
- v. Assistant Treasurer
    - a. Shall be designated by the Board as appropriate.
    - b. Assists the Treasurer when needed and follows all the same protocols.

## VIII. NON-ELECTED OFFICES

### i. Historian

- a. To collect and archive materials related to the history of AWAA.
- b. To secure and maintain operational material that will insure the integrity of the organization.

### ii. Reunion Representative

- a. Makes presentations at class reunions regarding scholarships, the Hall of Fame, and submissions/donations related to these.
- b. Communicates with the school regarding tours of the buildings, when requested.

### iii. Advisors

- a. Advisors are non-voting members of the board.
- b. One of the two advisors would be the immediate past president, and the other a community member as needed.

- c. Assist in formulating policies, recommending procedures, resolving problems, fundraising assistance.
- d. Assist the Vice President in all ways.

IX. COMMITTEES

- a. Standing Committees are listed as follows. Other Ad Hoc committees may be created as needed. The Chairperson of any committee must be a Board Officer or Trustee.
  - 50/50 Committee
  - Finance Committee
  - Fundraising Committee
  - Hall of Fame Committee
  - Membership Committee
  - Scholarship Committee
  - Website & Social Media Committee

X. AMENDMENTS

- a. Amending the Constitution shall require a 2/3 majority vote of the Officers/Trustees.

XI. DISSOLUTION OF THE ASSOCIATION

- a. In the event of the dissolution or liquidation of the Association, the Board of Trustees shall donate any assets then owned by the Association to the school system or an organization which supports the school and which satisfies Section 501(c)(3) of the Internal Revenue Code.

# **Anthony Wayne Alumni Association**

## **BYLAWS**

**September 2025**

1. Duties of the Board shall be shared to facilitate the goals of the group.
2. Election of Officers shall occur at the November meeting.
3. The term of office shall be one (1) year.
4. Officers may serve consecutive terms.
5. TRUSTEES
  - a. The organization shall be governed by elected officers (4) and trustees, including a faculty member, for a total of no more than 15. Officers are also classified as Trustees, and a Trustee can also be an Officer. This group constitutes the Board of Trustees for the Anthony Wayne Alumni Association.
  - b. The Trustees shall meet a minimum of five (5) times per year. Special meetings may be called by the President. Trustees should attend meetings in person or digitally, if possible.
  - c. Effort should be made to have Trustee representation from each decade of graduates. Trustees per decade are limited to three (3).
  - d. A simple majority of Officers/Trustees present shall constitute a quorum. If in the event of the lack of quorum, a motion can be made to conduct a vote via email sending private vote to the President within 24 hours. A simple majority of those present or by email presence will carry the vote at any given meeting. A "vote by proxy" form is available for Board members who cannot attend.
  - e. While the AWAA Board is a voluntary group, it is incumbent upon the Trustees to regularly attend Board meetings and the Officers to regularly attend to their duties. If a Trustee misses three (3) meetings in succession and fails to respond to communication efforts, the Trustee may be considered for removal. Should it become necessary, a Trustee and/or Officer may be removed by a 2/3 vote of the AWAA Board of Trustees.

- f. Persons interested in serving as a Trustee should complete the application form secured from a current Trustee, and supply two personal recommendations. These personal recommendations will be waived if the person is a member of the Hall of Fame. These persons should also give a 5-10 minute explanation of why they are interested in serving and what they feel they can offer to the association, at a regular Board meeting determined by the President.
  - g. An orientation process shall be created for each new Trustee, consisting of copies of the Constitution/Bylaws, Articles of Incorporation, roster of current Board of Trustees, current Committee Membership list, copies of the last two meeting Minutes, current Treasurer's Report, and any other items deemed necessary by the President and Vice President.
6. FUNDRAISING RULES/GUIDELINES
- a. Any fundraiser must be presented and discussed at a Board meeting and voted on with a majority needed for acceptance.
  - b. Appropriate advertising of any fundraiser must be done on the AWAA website and Facebook page.
  - c. All expenses for supplies or services, etc. shall be submitted to the Treasurer for payment or reimbursement.
  - d. A discussion and vote are required to discontinue any approved fundraiser.
7. HALL OF FAME RULES/GUIDELINES
- a. Nomination Procedures: Nominations shall come from a correct submission by an AW Alumnus using the Nomination Form available on the AWAA website, or from a Board of Trustee member.
    - a.1. Correct submissions are held for three (3) years, at which time they are discarded. They may be re-nominated for future consideration.
  - b. Decade Screening Committees: Screening committees will be formed for the decades of the 50's, 60's, 70's, 80's, 90's, and 2000's. Each committee will be chaired by a Trustee, plus additional members. In addition to considering potential inductees from their assigned decade, the committee should also consider any staff members and community persons that were submitted for induction. (An approved rubric may be used.)

c. Committee Guidelines: Anthony Wayne Hall of Fame members are chosen from submitted names in the following categories:

- \*Graduates from Anthony Wayne High School
- \*Retired Faculty/Staff from Anthony Wayne High School
- \*Community members who have contributed directly to the Anthony Wayne school's benefit, or the benefit of the community in which they live.

i. The Anthony Wayne graduates are expected to have distinguished themselves in academics and/or activities (i.e. band, choir, dramatics, student government, etc.) and have made significant contributions in career achievements and/or community service. All alumni honorees must have been graduated from AWHS a minimum of ten (10) years.

ii. Persons nominated as Faculty/Staff members must have been employed for ten (10) years and must be retired for at least five (5) to be eligible. When considering Faculty/Staff members, the panel should look at the significant or unique contributions that he/she made to the educational environment that would separate him or her from his/her peers.

iii. In assessing the merits of community nominees, the major factor should be what contributions he/she made that directly benefitted the Anthony Wayne Local Schools, the surrounding community, and/or the community in which they live.

d. Inductees Per Class: It is recommended that no more than six (6) inductees be considered per decade based on the following:

- \*1950-1959
- \*1960-1969
- \*1970-1979
- \*1980-1989
- \*1990-1999
- \*2000-2009
- \*2010-2015

Note: other years/decades will be added for inductee eligibility as they meet The ten-year requirement.

- e. Board of Trustees Voting Procedure: The nominees recommended from each decade committee that are brought forward to the Board of Trustees shall be placed on a paper and/or proxy ballot. Each trustee will have the opportunity to vote in private ballot: \*Yea or \*Nay. The votes will be tallied by the Hall of Fame chairperson and one other designee from the Board of Trustees. Each potential inductee will need a majority vote in order to be entered in the Hall of Fame. (An approved rubric may be used.)

## 8. SCHOLARSHIP RULES/GUIDELINES

- a. AWAA will make available funds for college or trade school scholarships for any AW graduating senior who submits a proper application and is approved by a vote of the Board of Trustees.
- b. Completed application forms must be received by March 30 of the current year, or in coordination with the academic calendar.
- c. All applications will be considered by Board of Trustee members in their areas of expertise. This will narrow down the applicants to those they may wish to interview. Interviews will be conducted, in a timely manner, before the committee and any other trustees who wish to be present. (An approved rubric may be used.)
- d. The Board will vote on a final slate of scholarship recipients.
- e. The total number of scholarships per year will be based on available funds.
- f. Funds for scholarships are derived by selling 50/50 raffle tickets, or any other approved fundraising method, including individual monetary donations.

## 9. CONDUCT OF MEETINGS

- a. An agenda created by the President or Vice President shall be sent out a few days prior to the scheduled meeting.
- b. The form of the agenda shall be:
  - Secretary Report
  - Treasurer Report
  - Committee Reports
  - New Business
  - Other
  - Next Meeting Date
- C. Typically non-profit boards are not required to hold open meetings. Visitors and any Board applicants will be invited to speak just after the meeting is called to order, then dismissed prior to the regular agenda items, unless they are part of an item on said agenda.