

McKINLEY ALUMNI ASSOCIATION

**1039 South King Street
Honolulu, HI 96814**

BY-LAWS

ARTICLE I

NAME

The name of this organization shall be McKINLEY ALUMNI ASSOCIATION, hereinafter referred to as the "ASSOCIATION."

ARTICLE II

PURPOSES

The purposes of the ASSOCIATION shall be:

1. To develop and maintain an ASSOCIATION which will attract and encourage graduates of President William McKinley High School to join.
2. To maintain a meaningful relationship with President William McKinley High School.
3. To develop pride in President William McKinley High School.
4. To develop and/or assist in programs which will benefit President William McKinley High School, its graduates, and the community.
5. To schedule activities which will allow graduates to participate and have fun in the process.

ARTICLE III

MEMBERSHIP

Membership in the ASSOCIATION shall consist of the following classifications:

1. Regular Members. Graduates of and those who attended President William McKinley High School are regular members of the ASSOCIATION.
2. Associate Members. Current and past members of the school staff, spouses of regular members, and persons interested in the ASSOCIATION may become associate members of the ASSOCIATION. Associate members shall have full voting rights but shall not be eligible to be an officer.

ARTICLE IV

DUES

Regular and associate members shall pay life membership dues of Five Dollars (\$5.00).

ARTICLE V

OFFICERS AND DUTIES

1. The officers of the ASSOCIATION shall consist of a president, a vice-president or vice-presidents, a recording secretary, a corresponding secretary, and a treasurer. These officers shall comprise the Executive Committee. In addition, the immediate past-president shall continue to serve in an ex-officio capacity.
2. The term of office shall be for two (2) years or until their successors are selected.
3. The new officers shall assume their responsibilities at the beginning of their two-year term in January.
4. Duties of President.
 - a. Presides at regular and special meetings of the Association's Executive Committee, Board of Directors, and general membership.
 - b. Supervises the business and the affairs of the ASSOCIATION.
 - c. Appoints the chairpersons of standing and special committees with the Board.
 - d. Serves as an ex-officio member of all committees except the nominating committee.
 - e. Makes interim appointments to all vacancies in office with the approval of the Board.
 - f. Performs other duties as are done normally by the office.
5. Duties of First Vice-President.
 - a. Presides in the absence or incapacitation of the president.
 - b. Succeeds the president in the event of resignation, death, or incapacitation.
 - c. Performs other duties as assigned by the president.
6. Duties of Other Vice-Presidents. *
 - a. Presides in the absence, death, or incapacitation of the president and first vice-president.
 - b. Performs other duties as assigned by the president.

* (Elect other vice-presidents as needed and designate them as second, third, etc. vice-president.)

7. Duties of Recording Secretary.
 - a. Records minutes of all regular and special meetings of the Association's Executive Committee, Board of Directors, and general membership.
 - b. Distributes copies of the agenda and minutes for all meetings.
 - c. Ensures that all committee and activity reports be obtained and filed.
8. Duties of Corresponding Secretary.
 - a. Acknowledges receipt of all membership dues and donations and sends appropriate letters of appreciation.
 - b. Attends to such correspondence as delegated by the president.
9. Duties of Treasurer.
 - a. Receives all funds accrued by the ASSOCIATION and deposits same to the credit of the ASSOCIATION in depositories approved by the Board.
 - b. Keeps an accurate account of receipts and any disbursements by check. Prepares checks which must be countersigned by one of the following: president, vice-president or a designee appointed by the Board of Directors.
 - c. Ensures that all committee and activity financial reports be obtained and filed.
 - d. Presents a written report at each meeting of the Board of Directors and of the general membership with a copy to the Recording Secretary to be filed.
 - e. Submits for annual audit the accounts of the ASSOCIATION.

ARTICLE VI

NOMINATIONS AND ELECTIONS

1. A nominating committee of at least three (3) members shall present nominees for (each) office at the September Board of Directors meeting. Nominations shall require the consent of the nominee.
2. The election of officers shall be conducted by mail-in ballot. The ballot, with the slate of nominees, shall appear in the October issue of the Alumni Pinion in the year ending with an even number. The ballot shall be mailed to the McKinley Alumni Association (1039 South King Street Honolulu, HI 96814) postmarked no later than November 30th of that year. Ballots postmarked after the deadline shall be deemed null and void.
3. Although the duties and term of office begins on January 1st of the year ending in an odd number, the formal installation of officers shall take place at the annual brunch that is held in late January or early February.

ARTICLE VII

BOARD OF DIRECTORS

1. The Board of Directors shall be the governing body of the ASSOCIATION and shall have the following duties:
 - a. Have control and management of the affairs and property of the ASSOCIATION.
 - b. Determine and govern all matters of finance, discipline, decorum, and harmony.
 - c. Have full authority to enter into contracts, collect and expend funds of the ASSOCIATION, and do any and all things necessary and proper to execute the purposes of the ASSOCIATION as set forth herein.
 - d. Have final decision on all matters affecting the ASSOCIATION.
2. The Board of Directors shall consist of all the officers and members interested in the welfare of the ASSOCIATION but shall be limited to a maximum of thirty (30) members.
3. There shall be no voting by proxy.
4. The Board of Directors should select an auditor, a person or individuals with experience not affiliated with the Board of Directors, to audit the financial records of the ASSOCIATION.

ARTICLE VIII

MEETINGS

1. Regular Board meetings shall be held once a month, the day and date to be decided upon by the Board for the duration of its term. Special meetings may be called by the president.
2. The Board may suspend not more than two (2) meetings during the year.
3. Ten (10) or more members shall constitute a quorum at a Board meeting.

ARTICLE IX

COMMITTEES

1. The standing committees of the ASSOCIATION and their respective duties are as follows:
 - a. Membership. Spearhead plans for recruiting new members and updating the membership roster.
 - b. Alumni Pinion. Gather and accept material, write articles, take photographs, prepare layouts, print, and distribute each issue of the Alumni Pinion to the membership.

- c. Awards & Recognition. Solicit and accept nominations for recognition programs such as the “Hall of Honor” and “Tiger Pride” award. Work with Board members to provide publicity and to recognize the inductee(s)/awardee(s) at the annual brunch.
 - d. Budget and Finance. Establish plans for the procurement of funds and provide a two-year budget for the ASSOCIATION.
 - e. Special Events. Plan, organize, and conduct activities that will serve and benefit the Association, President William McKinley High School, and the community at large. Fund-raising events such as the annual brunch, karaoke dinner/show, ohana golf tournament, and homecoming shall be under this committee’s purview.
2. The President may appoint special or ad hoc committees as needed to perform such duties and functions as approved by the Board.

ARTICLE X

FISCAL YEAR

The fiscal year of the ASSOCIATION shall be from January 1 to December 31.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, newly revised, shall govern questions of parliamentary procedure.

ARTICLE XII

AMENDMENTS

The BY-LAWS may be amended by a two-thirds (2/3) vote of 10 or more members present at a Board of Directors meeting, and shall take effect upon approval.

Revised: 10/07/89, 08/18/91, 02/03/00, 05/06/04, 06/03/04