

Harding Alumni Association Bylaws

ARTICLE I. NAME

The name of this association will be Harding Alumni Association (“HAA”).

ARTICLE II. PURPOSE

The purpose of the Harding Alumni Association is to foster a spirit of loyalty and promote the general welfare of Harding Fine Arts Academy.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Eligibility

Anyone who attended at least one year at one of the following schools: Harding Junior-Senior High School, Harding High School, Harding Middle School, or Harding Fine Arts Academy (“Harding Schools”) is eligible for membership.

Section 2. Categories of Membership

There will be two categories of membership: active and inactive. Any person eligible for membership will become an active member upon paying membership dues to Harding Fine Arts Academy Foundation (“Foundation”) within the current fiscal year.

Section 3. Membership Dues

Membership must be paid annually in order to maintain an active membership status. However, newly graduated students of Harding Fine Arts Academy school will have their first year of membership provided for free.

Membership dues will be set by the Board of Directors of the Harding Alumni Association and hold the right to change the membership amount and benefits, as necessary.

ARTICLE IV. GOVERNANCE

Administration of HAA will be vested in the Board of Directors, consisting of its officers and elected members. In the spirit of collaboration, the Board of Directors welcomes the Superintendent, School Board President, Foundation Board President, and Director of Development as non-voting participants at Board meetings. HAA activities will be under the control of and reviewed by the Harding Fine Arts Academy Foundation.

Section 1. Board of Directors

The Board of Directors will be composed of nine to eleven Directors. All Directors must have been an active, dues paying member of HAA in order to be considered eligible. The size of the Board will increase or decrease to accommodate new or changing needs as determined by the Board and as voted upon by the Board members.

Section 2. Nomination and Election of Directors

In May of the fiscal year, HAA members may self-nominate or nominate another member for the Board of Directors. In June, with guidance from Academy and Foundation administration, the Directors not up for re-election will select a slate of candidates.

Directors will be elected by majority vote on a slate presented to the membership at the first scheduled meeting of the fiscal year to serve for a period of two years beginning on the following July 1. Board members may serve for a maximum of two consecutive terms but can serve unlimited terms in their lifetime.

For contiguity, Director terms will be staggered with one-half of the full Board elected each year.

Section 3. Officers

The Board of Directors will nominate candidates for open Officer positions which includes: President, Vice President, Secretary, and Treasurer.

The President will be elected by majority vote on a slate presented to the Board at the first scheduled meeting of the academic year to serve for a term of two years. The President is not eligible to serve more than one term consecutively. Upon completion of the presidential term, this individual may transition to another officer position.

The Vice President, Secretary, and Treasurer will each be elected by majority vote on a slate presented to the Board at the first scheduled meeting of the academic year in even years to serve for a term of two years. The Vice President, Secretary, and Treasurer may serve for a maximum of two consecutive terms. Upon completion of the term, this individual may transition to another officer position.

A year will be consistent with the fiscal year (i.e., July 1 through June 30 of the following year). No one will serve as a candidate for more than one position in the same election cycle.

Section 4. Officer Duties

The duties of the Officers are as follow:

President

- The President serves as the executive officer of the Alumni Association and manager of the Association Board of Directors as well as having general supervision of the Alumni Association.
- The President will call and preside at meetings of the Association and of its Board of Directors.
- The President will act as chair of the Board of Directors and will carry out all Association activities in concert with the Director of Development, Harding Fine Arts Academy Administration and Harding Fine Arts Academy Foundation.
- The President will be an ex-officio non-voting member of all committees of the Association.

- The President is invited to represent the Alumni Association on the Development Committee of the Foundation and to attend Foundation Board meetings.

Vice-President

- The Vice-President will be responsible for monitoring the implementation of the Association Bylaws and will serve as parliamentarian at all Board meetings.
- The Vice-President will oversee Alumni Association communications and marketing materials.
- The Vice-President will assume the duties of the President during a temporary absence or incapacity of the President. In the event of permanent incapacity of the President, the Vice-President will succeed to the office of President for the balance of the term.

Secretary

- The Secretary will draft the agenda with the President and give notice to all Board members appropriately
- The Secretary will record the minutes, votes, and action items of all Board meetings and monitor the attendance records of its members.
- The Secretary will keep a complete and accurate record of all Board members' contact and personal information

Treasurer

- The Treasurer will work with the Director of Development and Foundation to set the budget and revenue goals.
- The Treasurer will keep and maintain adequate and correct records of transactions.
- The Treasurer will work with the Membership Committee to recruit and identify new members.
- The Treasurer will provide a report of the Alumni Association's financial affairs at each Board meeting

Section 5. Absences, Removal and Vacancies

Any director who misses three consecutive regularly scheduled meetings without an excused absence will be contacted by the President for discussion regarding continued service on the Board. The President, in consultation with the Officers and by a majority vote from the Board of Directors, may request the director's resignation for continued absences.

If the President misses three consecutive regularly scheduled meetings without an excused absence they will be contacted by the Director of Development to discuss continued service on the Board. The Director of Development, in consultation with the HAA Officers and Foundation Board and by a majority vote from the HAA Board of Directors, may request the President's resignation for continued absences. In which case, the Vice-President will bring the motion and conduct the vote.

In the event of death, incapacitation, dismissal, or resignation of an Officer the President, with the consent of the Board, will appoint a replacement. These appointments will complete the term and will not count towards the individual's term limit.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

The Board of Directors will meet on a monthly basis at the time and date of their choosing. The Secretary will send the agenda and meeting notice at least 48 hours prior to the meeting. Meetings of the Board will be conducted in accordance with generally accepted rules of parliamentary procedure.

Section 2. Voting

Each Director will have a single vote on decisions.

Section 3. Quorum

Quorum will be determined by a simple majority of the Board of Directors. Non-voting or ex-officio members will not be included when determining Quorum.

ARTICLE VI COMMITTEES

Section 1. Number of Committees

The standing committees of HAA will be the Nominating Committee, Membership & Outreach Committee, and Event Planning Committee.

Section 2. Meetings

Committees are not required to meet on a regular basis. The frequency, time, and day will be determined by the Chair with input from the committee members. Quorum is not required in any committee meeting for business transactions.

Section 4. Nominating Committee

The Nominating Committee will consist of five members, to be selected by Board of Directors and Foundation Board at the first scheduled meeting of the academic year. These committee members do not have the current Board members. The Chair will be appointed by the President. The President cannot be a member of the Nominating Committee. The Director of Development for the Foundation will serve as a non-voting ex-officio member. Three members will be elected by the Board in even years, and two members elected in odd years. Members of the Nominating Committee will serve a term of two years with a maximum of two consecutive terms.

The Nominating committee will be responsible for accepting and reviewing all nominations and applications for the Board of Directors. They will prepare and present the slate of Directors to the membership for voting.

Section 5. Membership & Outreach Committee

There will not be a minimum or maximum number of participants in this committee and is open to all active, dues paying members of HAA. The Treasurer is required to serve on this committee, but is not required to Chair it. The Chair will be selected by a majority vote of the committee members. Any Officer can participate in this committee. Members will sign-up at the beginning of each year for service.

The Membership & Outreach Committee is responsible for increasing membership, keeping members informed through strategic and well-planned committications, welcoming new members through an on-boarding process, and creating, implementing, and evaluating membership drives.

Section 6. Event Planning Committee

There will not be a minimum or maximum number of participants in this committee and is open to all active, dues paying members of HAA. The Chair will be selected by a majority vote of the committee members. Any Officer can participate in this committee. Members will sign-up at the beginning of each year for service.

The Event Planning Committee is responsible for planning, executing, and evaluating all events hosted by HAA including class reunions, social hours, fundraising events, and spirit week.

ARTICLE VII. LEGAL AUTHORITY

The Harding Alumni Association is not an independent 501(c)(3) organization and, as such, is prohibited from entering into any legal agreement with any organization. All legal agreements must be entered through the Harding Fine Arts Academy Foundation.

Article IV. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Board of Directors voting, in person or by absentee ballot, at a Board meeting, provided that notice of proposed amendment(s) shall be sent in writing to Board members 72 hours in advance of the meeting at which the amendment(s) shall be proposed.

CERTIFICATION

These bylaws of Harding Alumni Association are adopted this _____ day of _____, 2021.

DeVante Parker, President

Jordan Pennon, Secretary