

# Bylaws of the Peace Academy Alumni Association

## Article I: Name

This organization shall be called the Peace Academy Alumni Association

Physical address: 4620 S. Irvington Ave Tulsa, OK 74135

## Article II: Purpose of the Organization:

### Mission:

1. To create a lifelong community of alumni through increased opportunities for meaningful engagement in order to increase awareness, pride, leadership, volunteer involvement, and philanthropic commitment to Peace Academy
2. To support and promote Peace Academy by connecting alumni to one another and to Peace Academy through meaningful programs, benefits, services and communication.

### Goals:

1. To unite alumni in support and promotion of the mission and core values of Peace Academy through volunteerism, mentorship, and philanthropy.
2. Provide alumni with meaningful opportunities to continue the process of life-long learning, and receive valuable services to enhance their lives and careers
3. Creating activities, social events, and reunions to promote the spirit of alumni unity and instill long term loyalty to Peace Academy
4. To develop and support alumni leadership to provide a voice that represents the interests of the alumni body and fosters community engagement

### *Motto:*

To Connect, To advise, To advocate, and To give back

## Article III: Membership

1. Membership in this association shall consist of full, associate and honorary members.
2. A full active member must be a graduate of Peace Academy who has paid membership dues in full. This member has voting status and may participate in electing and being nominated as Executive Board members by attending the election meeting.
3. A full non-active member is a graduate of Peace Academy who has not paid membership dues. This member may not participate in electing Executive Board members. This member can regain voting status by fulfilling membership dues.

4. Associate members of this association are those who went to Peace Academy, did not graduate, but left in good standing. These members are non-voting members and can't hold offices.
5. Membership dues will be twenty five (\$25) dollars annually during the first four (4) years post high-school graduation and fifty (\$50) dollars thereafter per alumni member.
6. Membership dues will be collected by June 1<sup>st</sup> for every alumni member.

## Article IV: Governance & Management

The government and management of this association shall be exercised by the Executive Board in cooperation with the school administration representative. The association shall function within the mission and policies of the school.

## Article V: Officers and Elections:

Effective Jan 2014, the Executive Board of Peace Academy Alumni Association shall consist of five (5) elected members and two (2) appointed members. The titles for these positions will be as follows: one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, three (3) Trustees, along with an Alumni Director, and an Alumni Advisor. These individuals shall be residents of Oklahoma in order to be able to fulfill their duties. Committee members-at-large need not be residents of Oklahoma

1. The elected members of the Executive Board must be active and voting members in the association and exhibit a sustained interest in Peace Academy School mission. The general membership will be represented by the Executive Board which will make decisions on behalf of said membership.
2. The Alumni Director shall be considered a non-voting member that will be a representative between the school administration and the Alumni Executive Board.
3. The Alumni Advisor shall be considered a non-voting member that will serve as an advisor to the Alumni Executive Board on an as-needed basis determined by the executive board.
4. Staggering terms for the first Executive Board will be determined among the Board.
5. The term of office shall be a two year term after this initial term, which will be renewable for one additional term. Thereafter, alumni member will have to be outside of executive board for at least 1 year before re-election.

6. Election of Officers will be carried out in the following manner:
  - a. An election committee shall be formed May 1st to hold the election process
  - b. This election committee shall consist of one (1) member of the Executive Board (Co-Chair) and elected by said board, along with the Alumni Director (Co-Chair). These Co-Chairs would seek an additional full active alumni member (holds no position on the Executive Board) to sit on the election committee.
  - c. All nominees will be made public prior to elections taking place.
  - e. Election meeting will be held during the third week of June.
  - f. Election shall be by paper ballot. One vote per full active member in attendance.
  - g. All elected positions (officers and trustees) shall win the position by obtaining the highest number of votes.
  - h. Newly elected board members will begin their term July 1st.
  - i. Officer positions will be decided among Executive board members after the completion of the entire seven (7) member executive board.
  - j. Decisions made by the executive board will be decided by majority vote of those attending meeting unless otherwise specified.
  - k. RESIGNATION: A Board member or Director may resign at any time by notifying the Executive Board in writing.
  - l. REMOVAL OF A BOARD MEMBER: The executive board may remove any board member at any time when such removal is in the best interests of the board. The determination to remove any board member may be made by a 2/3 vote of the executive board.
  - m. VACANCY CREATED BY AN OFFICER'S RESIGNATION OR REMOVAL: In the case of a vacancy of any board member, the board may appoint by majority vote a member to fill the unexpired term of the officer at any time

## Article VI: Officers and Duties

### The President:

1. Shall preside over General Alumni Association meetings and over meetings of the Executive Board.

2. Shall prepare board meeting agendas and email them out to the Executive Board prior to board meetings
3. Shall appoint chairpersons of special and standing committees except as noted in these bylaws. The appointment of all positions is subject to approval vote by the Alumni Association as regular business.
4. Shall be an 'ex officio' member of all committees.
5. Shall serve as the official representative for the Alumni Association as a whole or appoint a representative as needed.
6. Shall serve on the Peace Academy School Board as an alumni representative to the Board for a two year term.

The Vice President:

1. Shall assume the role of the President in his/her absence or incapacity.
2. Shall assist the president in all aspects of the position and will hold positions and special assignments as requested by the president.

The Secretary:

1. Shall transcribe minutes of the meetings of the Executive Board and General Alumni Association meetings, and carry on the general correspondence of the association.
2. Meeting minutes shall be emailed to the entire board in a timely manner after the completion of a board meeting.
3. Shall work with the Alumni Director to maintain the database of alumni contact information

The Treasurer:

1. Shall receive all funds and deposit all monies Peace Academy School into the designated alumni account and keep an accurate record of money received and disbursed. The school business office will provide reports to the Treasurer to make sure the accounts balance.
2. Shall submit a report to the President at every meeting and work with the treasurer of the school to provide an appropriate account summary to the association and school administration.

The General Duties of the Officers and Trustees:

1. Shall attend the bimonthly meetings on a regular basis.
2. Shall have exclusive power to initiate general Association activities.
3. Shall regulate the finances of the Association in cooperation with PA

- business Office.
4. Shall arrange for the programs presented on any public occasion for or by the Association.
  5. Shall appoint all committees at its discretion
  6. Shall attend to all business of the Association not otherwise provided for these bylaws.

## APPOINTIVE OFFICERS

### **Alumni Director**

- a) Is an employee of Peace Academy and shall be appointed by the school administration.
- b) Shall be liaison between the Alumni Association and current school administration
- c) Shall work with Secretary to maintain the database of alumni
- d) Shall ensure that the Alumni Association abides by The Mission, Vision, and Goals of Peace Academy School and the Alumni Association.
- e) Will be an ex-officio member of all committees and assist with administrative responsibilities
- f) Is a non-voting member

### **Alumni Advisor**

- a) Is appointed by the Executive Board as an advisor to the Alumni Association
- b) Term of appointment is on an as needed basis and will be determined by Executive Board
- c) Is a non-voting member

## Article VII: Meetings

**ANNUAL MEETING:** Alumni Association Annual Meetings shall be held in Tulsa, OK. The Directors shall fix the time and the precise place for the Annual Meeting and notify members thereof

1. Order of Business at a regular meeting is as follows:
  1. Opening of the Meeting.
  2. Roll Call of officers.
  3. Reading and approval of the minutes of the previous meeting.
  4. Committee Reports
  5. Special announcements.
  6. Old business.
  7. New Business
2. The Executive Board will meet at least every 2 months. Dates and times will be determined by the board serving during the current school year.
3. Special Executive Board meeting can be called for by the President of the board.

The Executive Board members must attend a majority of the scheduled General Alumni Association meetings.

## Article VIII: Quorum

A quorum of said Executive Board shall consist of five (5) voting members.

## Article X: COMMITTEES

The Executive Board will form committees on an as needed basis.

## Article XI: ASSOCIATION YEAR

1. The fiscal year of the Alumni Association will begin on June 15 and end on June 14 of the following year.
2. Executive Board will plan and submit the following school year's committees, activities and calendar at the final meeting of the current school year. Elections will take place and new officers will be installed.

## Article IX: AMENDMENTS OF THE BYLAWS:

These Bylaws may be amended at any regular meeting of the Alumni Association Board by two-thirds vote of the members present, provided that notice of the amendment has been given to the general alumni body at least two weeks in advance of voting, and that the proposed amendment shall be subject to approval of Peace Academy School administration.

**Approved by General Alumni Body on Saturday April 19, 2014.**