



SHHS ALUMNI ASSOCIATION • P.O. BOX 152742 • ARLINGTON, TEXAS 76015 • WWW.SHHSTEXANS.ORG

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**Sam Houston High School Alumni Association**  
A Texas Non-Profit Public Benefit Corporation  
**NON-PROFIT CORPORATE BYLAWS**

ARTICLE I

**NAME AND PURPOSE**

**Section 1.** The name of this corporation shall be Sam Houston High School Alumni Association. The business of the corporation may be conducted as SHHS Alumni Association and SHHS Alumni.

**Section 2.** Sam Houston High School Alumni Association is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

**Section 3.** Sam Houston High School Alumni Association's purpose is to provide support to the students, faculty, staff, and administration of Sam Houston High School in order to promote success, spirit, and pride and improve student educational outcomes.

ARTICLE II

**OFFICIALS OF THE ORGANIZATION**

**Section 1.** The elected officials of the organization shall be the President, Vice President, Secretary, Assistant Secretary, and Treasurer.

**Section 2.** One (1) non-elected official of the organization shall be the Immediate Past President to serve one (1) optional year of service.

**Section 3.** The officials serve as the Board of Directors, also referred to as the Executive Board or Officers and shall not be decreased to fewer than three (3).

ARTICLE III

**REQUIREMENTS FOR PARTICIPATION**

**Section 1.** The organization shall be open to graduates, former and current students, faculty, staff, administration, and friends of Sam Houston High School in Arlington, Texas.

## ARTICLE IV

### **MEETINGS OF THE ORGANIZATION**

**Section 1.** The organization shall conduct a minimum of six (6) general meetings during the calendar year.

**Section 2.** Election of officers shall be held annually through 2021. Beginning in 2022, election of officers will be held every two (2) years in even-numbered years.

**Section 3.** Meetings of the Board of Directors may be called at the discretion of the President as needed.

## ARTICLE V

### **ELECTION OF BOARD OF DIRECTORS**

**Section 1. Voting Members.** Members in good standing may vote in the election of officers and must be present at the meeting. Absentee voting is not permitted.

**Section 2. Candidates.** Members in good standing who wish to become officers shall submit a Letter of Intent to be considered for their desired role and include proof of approval as an AISD volunteer. Documentation shall be submitted to the Secretary via email or in person by 11:59pm local time on the second Wednesday in March of an election year.

**Section 3. Elections Committee.** In an election year, there shall be an Elections Committee, formed in February, and composed of three (3) members in good standing to assist in the election process. The committee shall elect its own chair immediately following the meeting. The committee will present the slate of nominations at the April General Meeting. At elections held in May, the committee will be responsible for tabulating, recording, and certifying the results of elections.

**Section 4. Election Day.** In an election year, voting shall take place in May by ballot vote and shall include a slate of the nominations on the ballot. The new board roles shall take effect June 1.

## ARTICLE VI

### **RESPONSIBILITIES OF BOARD OF DIRECTORS**

**Section 1. Board Term.** Reference Article X, Section 2.

**Section 2. Attendance.** Officers of the organization must attend a minimum of 60% of executive meetings and 60% of general meetings during a board term.

**Section 3. Responsibilities.** Within sixty (60) days of election, all officers shall sign the "Executive Board – Notice of Policies" form and participate in new board training. Officers shall remain members in good standing and approved AISD volunteers for the duration of the board term. Additional information can be found in the Standard Operating Procedures of the organization.

**Section 3a. President.** The President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors. The President may appoint a Parliamentarian and manage communication between the Parliamentarian and the Board of Directors.

**Section 3b. Vice President.** In the absence or disability of the President, the Vice President shall perform the duties of the President. When so acting, the Vice President

shall have all the powers of and be subject to all the restrictions of the President. The Vice President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the President.

**Section 3c. Secretary.** The Secretary shall play a critical role in fostering communication and diligence through proper management and utilization of important records such as policies, procedures, meeting minutes, and the organization's bylaws. Additionally, the Secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the Board of Directors on topics such as governance issues, amendments to laws, and the like, that will assist them in fulfilling their fiduciary duties. As the custodian of the organization's records, the Secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The Secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

**Section 3d. Assistant Secretary.** The Assistant Secretary shall work closely with the Secretary to provide support to the organization in administration, communications, policies, procedures, and compliance.

**Section 3e. Treasurer.** The Treasurer shall oversee and keep the Board of Directors informed of the financial condition of the corporation, including audit results. The Treasurer shall ensure that appropriate financial reports, including an account of transactions, are made available in a timely manner. In addition, the Treasurer shall lead the annual budget preparation.

**Section 3f. Immediate Past President.** The Immediate Past President may serve a one (1) year term as a voting member of the Board of Directors for the year immediately following their term as President. Within thirty (30) days of the election, the Immediate Past President shall notify the Board of Directors whether they will choose to exercise their option to serve. Should the position be declined, the position will not be filled and will remain vacant for the board term. The Immediate Past President shall have such duties as the Board of Directors or the President may designate. The Immediate Past President should remain a member in good standing.

## ARTICLE VII

### **THE CONDUCTING OF BUSINESS**

**Section 1. Quorum.** A quorum will consist of a simple majority (51%) of the Board of Directors. A quorum of the Board of Directors must be present to conduct business.

**Section 2. Rules of Order.** Reference the organization's Standard Operating Procedures.

**Section 3. Bylaw Changes.** Any motion to change the bylaws must be made in writing to the Board of Directors. After consideration by the Board of Directors, the officers shall present proposed changes at the next general meeting. The proposed bylaws shall then be posted to the official website. Voting for approval will then occur at the following general meeting.

**Section 4. Parliamentary Procedure.** All members of the organization, whether in a leadership position or not, should understand the fundamental rules of parliamentary procedure in order to preserve their rights and to know whether the procedures are

being followed for the benefit of all members. This knowledge will ensure order, expedite business, and guarantee that the organization continues in its mission.

**Section 4a. Parliamentarian.** The President may appoint a Parliamentarian within thirty (30) days of taking office. The Parliamentarian should be knowledgeable in parliamentary procedure, and upon request, speak during general meetings to provide explanations or advice, but not give rulings, which are always made by the presiding officer. The Parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote (i.e., elections). Parliamentarian duties include: advising members and the Board of Directors of simple parliamentary procedures (how to state a motion, rules of debate, quorums, etc.), providing access to the bylaws and Standard Operating Procedures upon request at any general meeting, and sitting in close proximity to the presiding officer during meetings to ensure that meetings adhere to the agenda.

**Section 5. Board Appointments.** The Board of Directors may appoint members in good standing as committee chairpersons, to serve a term that shall terminate at the end of the board term. Committee chairpersons are considered part of the general membership and do not serve on the Board of Directors. These appointed positions may be terminated at any time, at-will.

## ARTICLE VIII

### **MEMBERSHIP DUES**

**Section 1.** The organization shall require annual membership dues at the beginning of each school year.

**Section 2.** The current Board of Directors shall determine annual membership dues.

**Section 3.** Officers are not exempt from paying annual membership dues.

## ARTICLE IX

### **REPLACEMENT OF BOARD MEMBERS**

**Section 1.** Board members absent from three (3) consecutive general meetings forfeit their position on the Board of Directors. Special consideration may be given for extenuating circumstances.

**Section 2.** Any board member is subject for removal for just cause, mental or physical incapacitation, or moral or legal turpitude.

**Section 3.** If a member of the Board of Directors resigns or is removed, a special election may be called to fill the vacancy, at the discretion of the remaining board members.

## ARTICLE X

### **DEFINITIONS**

**Section 1.** The **calendar year**, **fiscal year**, and **school year** of the organization shall be a twelve (12) month period beginning August 1 and ending the following July 31.

**Section 2.** Beginning in 2022, the **board term** of the organization shall be a twenty-four (24) month period beginning June 1 and ending May 31.

**Section 3.** **Officers**, **Board of Directors**, or **Executive Board** refers to the President, Vice President, Secretary, Assistant Secretary, Treasurer, and Immediate Past President.

**Section 4.** A **member in good standing** shall be current on membership dues and have participated in a total of five (5) of the following during the current school year: alumni meetings, alumni sponsored events, or service on alumni committees.

#### ARTICLE XI

##### **OFFICIAL WEB PRESENCE**

**Section 1.** The organization will maintain an official website at [www.shhstexans.org](http://www.shhstexans.org).

**Section 2.** All official communication to and from the organization shall be conducted via [info@shhstexans.org](mailto:info@shhstexans.org).

**Section 3.** The organization will maintain an official social media presence under the name of the SHHS Alumni Association.

- Facebook
- Twitter
- LinkedIn
- Instagram

**These bylaws were approved by voting members of the organization on February 10, 2021, as so agreed upon.**