

**BY LAWS**  
**OF THE**  
**CAPITAN ALUMNI ASSOCIATION**

Section I

Name & Objectives

1. The name of the organization shall be, CAPITAN ALUMNI ASSOCIATION.
2. The objectives of the organization are:
  - A. To promote fellowship through biennial meetings, which hereafter shall be called REUNIONS.
  - B. To provide scholarships to Capitan High School graduating seniors, and grants to past recipients of these scholarships who continue their education.
  - C. To make other donations to Capitan High School for worthy projects not provided for in the school budget.

## Section II

### Membership

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1. Membership shall consist of any graduate, student not graduating, or teachers, of Capitan High School, friend, or any other person with an interest in Capitan High School.

2. Member and registration fees shall be commensurate with the expenses of the association, and shall be set, and can be changed by a majority vote of the membership present at the biennial reunion.

A. Dues for members shall be \$15.00 payable at the biennial reunion.

### Section III

#### Board of Directors

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1. A board of directors consisting of five members shall be elected by majority vote of the members present at the biennial reunion for a term of two years.

2. The members of the Board of Directors elected by the membership shall consist of the following;

- A. President
- B. 1<sup>st</sup> Vice President
- C. 2<sup>nd</sup> Vice President
- D. Secretary
- E. Treasurer

3. The duties of the officers of the organization shall be as follows:

A. President: The president shall be the Executive Officer of the Association and ex-officio member of all committees, appoint the members of all committees, and designating the chairperson thereof, preside over the meetings, and have general supervision over all matters appertaining to the Association. Shall be authorized to approve an expenditure of up to \$100 without the approval of the other board members. The President has the power to appoint someone to fill the unexpired term of any board member. If the vacant office is that of the President, the Vice President will move to the office of President, the 2<sup>nd</sup> Vice President will move to the office of 1<sup>st</sup> Vice President, and the new president has the power to appoint someone to fill the vacant board position.

B. 1<sup>st</sup> Vice President: The 1<sup>st</sup> Vice President shall assist the President in the performance of his duties as above stated and to officiate for him in his absence, and shall be invested at such times with his full powers and prerogatives, and subject to his duties.

C. 2<sup>nd</sup> Vice President: The 2<sup>nd</sup> Vice President shall assist the President in the performance of his duties as above stated and to officiate for him in the absence of both the President and 1<sup>st</sup> Vice President, and shall be invested at such times with his full powers and prerogatives, and subject to his duties.

D. Secretary: The Secretary shall keep the minutes of all the meetings, keep a correct mailing list of the members of the Association, publish the Newsletter, keep and file all the records, and act as Historian.

E. Treasurer: It shall be the duty of the Treasurer to receive all the Association's moneys, keeping a record thereof, and depositing all moneys in the proper bank accounts. Submit a budget to the Board of Directors for the operation of the Association for a two year period, for their approval. The Treasurer shall be the Treasurer of all of all Committees of the Association, and shall handle all funds of all Committees and of every activity of the Association. Pay all bills against the Association upon submission of a paid receipt, and as ordered by the President on items included in the budget, and for purchases of \$100 or less. Expenditures of over \$100 and not included in the budget, will require the approval of the majority of the Board of Directors before any expenditure is made. No bill will be paid without the submission of a paid receipt. Keeping a correct account, under their proper dates, of the amounts and sources of disbursements, taking proper receipts for the various items thereof. The Treasurer shall present for examination to the Financial Committee, all books, papers, receipts, etc., that may be necessary for a proper examination of the accounts at the end of each biennial reunion.

## Section VI

### Reunions

1. The Reunions shall be held biennially on the last weekend in July.
2. The Reunion date and year can be changed by a majority of the membership present at the biennial meeting.

Section V

Committees

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1. There shall be the following standing Committees;

A. SCHOLARSHIP COMMITTEE. The Scholarship Committee shall consist of four members to be appointed by the President. The duties of the Scholarship Committee, are to encourage the Seniors of Capitan High School to apply for a Scholarship. To review these applications and award a Scholarship in an amount decided by the Scholarship Committee based on funds available. To encourage recipients of scholarships to apply for grants for continuing their education, to review those applications and award a grant in an amount decided by the Board of Directors. These Grants and Scholarships will be awarded on Scholastic accomplishment and need only, without discrimination to anyone for any reason.

The Scholarship Committee shall review any request for donation for special projects which shall include but is not limited to items for the High School not included in their budget, and make recommendations to the Board of Directors.

The Scholarship Committee honorary members holding a non-voting position are: Frances Shaw, Jo Neil Brooks, Diane Riska, and Jack Brooks.

B. FINANCE COMMITTEE: The Finance Committee shall be appointed at the end of each two year term by the President to examine the financial records of the Treasurer.

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C. The President shall appoint other committees as necessary to conduct the business of the Association.

## Section VI

### Rules

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1. "Robert's Rules of Order", shall be the guide for any parliamentary rule not especially provided for in these By Laws.

2. These By-Laws can be amended by a majority vote of members present, after a written copy of the proposed amendments are sent to the membership in a Newsletter, at the next regular biennial meeting.

Adopted by the Membership 29 July 1995.

Amended by the Membership 24 July 1999.

Amended by the Membership 29 July 2006.

Amended by the Membership 24 July 2008.