

## PURPOSE STATEMENT

To support the advancement of Oakwood Adventist Academy, hereinafter referred to as “The Academy,” by: promoting relationships and fellowship; coordinating the establishment of the Alumni Chapters; maintaining the history of the Alumni; generating financial contributions.

THEREFORE, we the alumni do hereby establish this constitution.

### Article I.

**Section 1.01 Name:** The name of this association shall be “Oakwood Adventist Academy Alumni Association.” The name “Oakwood Adventist Academy Alumni Association” is the exclusive property of the Oakwood Adventist Academy Alumni Association, hereinafter referred to as “The Association.” Unauthorized use is prohibited.

### Article II.

**Section 2.01 Members:** There shall be two classes of membership: Alumni Membership and Support Membership. These classes of membership shall be defined in the Bylaws.

### Article III.

#### Governance

**Section 3.01 Board of Directors:** There shall be a Board of Directors responsible for the establishing policies, plans, and procedures for The Association and elected by the membership according to the By-Laws. The Board of Directors is composed of elected officers and Alumni Representatives.

**Section 3.02 Elected Officers** shall be the following:

President  
Vice-President  
Public Relations Director  
Secretary  
Treasurer  
Parliamentarian  
Chaplain

**Section 3.03 Alumni Representatives at Large** shall be comprised of the following:

Eight (8) Alumni Representatives at Large shall be appointed by the elected officers. Four (4) of the Alumni Representatives at Large must maintain Alumni Membership status, with a minimum of four (4) decades represented, and shall be appointed by the elected officers with a three (3) year term limit.

**Section 3.04 Ex-officio Members** shall be comprised of the following:

Ex-officio board members shall be non-voting members, and shall be the Principal and the Development Officer of The Academy.

**Section 3.05 Standing committees** shall be comprised of the following:

Executive/Finance Committee \*President and Treasurer  
Constitution and Bylaws Committee \*Parliamentarian, Secretary  
Alumni Reunion Committee \*Vice-President  
Membership Committee \*Secretary, Public Relations  
Communication Committee  
Student Recruitment Committee

**\* Required members of the standing committees**

**Section 3.06 Bylaws.** The Association shall establish Bylaws detailing governance that cannot be changed without previous notice.

**Section 3.07 Rules of Order.** The rules contained in *General Conference Rules of Order Revised* shall govern The Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws and the Constitution.

**Section 3.08 Meetings of the Board.** The board shall meet at least quarterly as designated by the President.

**Section 3.09 Annual Meeting.** The Association shall have an Annual Meeting of the membership at the time and place established by the Board of Directors.

**Article IV.**

**Section 4.01** This Constitution can be amended at any Annual Meeting by a majority vote of the members present and eligible to vote in a plenary session, provided there was previously mailed [or other means of communication] to each Association active member a written statement of the proposed amendment a minimum of 30 days prior to the Annual Meeting.

## BYLAWS

### I.

#### Membership

- Bylaw 1.01 Alumni Membership:** Regular membership shall include persons who a) have graduated from The Academy, or b) were regularly enrolled for one full semester at The Academy.
- Bylaw 1.02 Supporting Membership:** Supporting membership shall include (a) present and former faculty, staff, (b) parents and/or guardians of persons in Alumni Membership, (c) spouses of persons who hold Alumni and Supporting Memberships, and (d) any persons who have shown and who are evidencing committed interests in The Academy.

### II.

#### Fiscal Year

- Bylaw 2.01** The Fiscal Year of The Association shall be from July 1st to June 30th.

### III.

#### Officers

- Bylaw 3.01 Elected officers** shall make a yearly financial contribution to the Association.
- Bylaw 3.02 Elected officers** shall support all fundraising activities.
- Bylaw 3.03 President:** The President of The Association shall call and preside over meetings of The Association, shall act as Chairman of the Board of Directors, shall act as liaison between the Principal and constituency, and shall also serve as an official representative of the Huntsville Association Seventh Day Adventist (HASDA) School Board of the Academy. The President must retain Alumni Membership for the duration of the elected term (*see Bylaw 1.01*).
- Bylaw 3.04 Vice-President:** The Vice-President shall, after consulting with the President, preside in the absence of the President. He/she shall be successor to the President in the event that the President is no longer able to perform his/her duties. The Vice-President shall be responsible for planning the annual meeting of the membership and shall chair the Alumni Reunion Committee. He/She shall collaborate with the Academy Leadership to support fundraising endowments. The Vice-President must retain Alumni Membership for the duration of the elected term (*see Bylaw 1.01*).

- Bylaw 3.05 Secretary:** The Secretary shall record and keep minutes and attendance records for all meetings, shall maintain official records for The Association, and shall be responsible for maintaining the database. The Secretary must retain Alumni Membership for the duration of the elected term (*see Bylaw 1.01*).
- Bylaw 3.06 Treasurer:** The Treasurer shall be responsible for the receipt, management, and distribution of the funds of The Association according to established policy, and/or according to the vote of the Board of Directors. The Treasurer shall prepare financial statements for presentation to The Association at the annual meeting and/or upon request of the Board of Directors. The Treasurer must retain Alumni Membership or Supporting Membership for the duration of the elected term (*see Bylaw 1*).
- Bylaw 3.07 Public Relations Director:** The Public Relations Director shall promote the interest of The Association by means of mass media (i.e. website, social media, newsletters, brochure) and publications. The Public Relations Director shall keep records of The Associations' accomplishments, and compile photos/memoirs of The Association and its members. The Public Relations Director must retain Alumni Membership or Supporting Membership for the duration of the elected term (*see Bylaw 1*).
- Bylaw 3.08 Chaplain:** The Chaplain shall coordinate all religious activities and worship at all meetings of the Board of Directors. The Chaplain shall manage bereavement and loss support for the alumni membership. The Chaplain must retain Alumni Membership or Supporting Membership for the duration of the elected term (*see Bylaw 1*).
- Bylaw 3.09 Parliamentarian:** The Parliamentarian shall maintain order and decorum in the meetings and assure that meetings are conducted as stipulated by GC Rules of Order. The Parliamentarian shall be interpreter of the Constitution and Chair of the Constitution and Bylaws Committee. The Parliamentarian must retain Alumni Membership or Supporting Membership for the duration of the elected term (*see Bylaw 1*).

#### IV.

#### Alumni Representatives

- Bylaw 4.01 Alumni Representatives** shall make a yearly financial contribution to the Association.
- Bylaw 4.02 Alumni Representatives** shall support all fundraising activities.
- Bylaw 4.03 Alumni Representatives** are required to attend, at a minimum, two (2) of the scheduled meetings per year.

**Bylaw 4.04** **Alumni Representatives** shall participate on at least one (1) standing committee.

## V.

### Terms of Office

**Bylaw 5.01** The terms of all elected offices shall be two years.

**Bylaw 5.02** No officer shall serve more than two full elected consecutive terms.

**Bylaw 5.03** Any officer who is absent from more than half of the regularly scheduled Officer's, Committee, or Association meetings during any twelve (12) month period without an accepted excuse that is documented in the minutes of each meeting shall be deemed to have resigned the office.

## VI.

### Election Process

**Bylaw 6.01** The Association's elections shall be held every two years at the Annual Meeting during the first year of each second-year term of office. Winners of elections shall be determined by a majority vote of registered members.

**Bylaw 6.02** The Board of Directors acts as the Nominating Committee. For the first year, the Nominating Committee shall be comprised of the Adhoc Constitution and Bylaws committee and the current officers.

**Bylaw 6.03** The Nominating Committee nominates names for each office and also accepts names from the constituency and puts forth all names for consideration. The constituency then votes on each office.

**Bylaw 6.04** During the eighteenth (18<sup>th</sup>) month of the term, the Nominating Committee will begin the election process. Elections will be completed sixty (60) days prior to the end of the current term. Election announcements will be made thirty (30) days prior to the start of the new term.

**Bylaw 6.05** Voting shall be done electronically, by mail, and on-site.

**Bylaw 6.06** The Board shall fill a vacancy in any office or in the membership of any standing committee of The Association. The President is authorized to make interim appointments to fill vacancies until the Board meets and fills the positions. The Board shall establish, maintain, and distribute scholarships to The Academy.

## VII.

## Committees

- Bylaw 7.01** The **Standing Committees** of The Association shall be: the Executive/Finance Committee, the Constitution and Bylaws Committee, the Alumni Reunion Committee, the Membership Committee, the Communication Committee, and the Student Recruitment Committee.
- Bylaw 7.02** The **Executive/Finance Committee** shall include the President and Treasurer. The Executive/Finance Committee assists the President in directing the business of The Association between Board meetings. It shall be the duty of this Committee to recommend dues and assessments, to prepare an annual budget, to submit the budget for approval by the Board, and to supervise the disbursement and allocation of funds. It shall establish, maintain, and distribute scholarships to students of The Academy.
- Bylaw 7.03** The **Constitution and Bylaws Committee** shall be responsible for coordinating any amendments for the Constitution and Bylaws. It shall administer and facilitate the electoral process.
- Bylaw 7.04** The **Alumni Reunion Committee** shall be responsible for planning and executing the plans for Alumni Weekend each year. The Alumni Committee shall consist of one representative from each Alumni Chapter. The Vice President shall chair this Committee. This committee shall work with reunion year classes to coordinate reunion activities.
- Bylaw 7.05** The **Membership Committee** shall assist in maintaining accurate and up-to-date records of all alumni their achievements. The Public Relations Director shall serve on this committee. Each year the committee shall recommend to the Board of Directors outstanding alumni to receive awards and recognition for service to their professions, communities and to The Academy. The committee shall keep a record of all outstanding alumni, and shall seek advice and suggestions from members of The Association regarding potential alumni who should be recognized for their service.
- Bylaw 7.06** The **Communication Committee** shall aid the staff in reviewing and planning alumni publications throughout the year, communicating the story of The Academy to newspapers, radio stations, television stations and to the public, and shall work with the designated Academy Leadership to provide a continuous flow of news and information concerning the activities of The Academy.
- Bylaw 7.07** The **Student Recruitment Committee** shall develop a program to explain to prospective students/families the education that may be obtained at Oakwood Adventist Academy. It will assist the school administration in maintaining a continuing recruitment program.

## VIII.

### Meetings

- Bylaw 8.01** The Annual Meeting of The Association shall be held at Huntsville, Alabama as designated by the Board.
- Bylaw 8.02** Constituency meetings may be called by the President or by vote of the Board of Directors. Notice of special meetings shall be sent by email not less than two weeks prior to the date of the constituency meeting, and shall include the specific purpose of the meeting. The only action items on the agenda shall be those listed in the notice of the meeting.

## VIX

### Changes/Amendments

- Bylaw 9.01** **Amendments:** This Constitution and its Bylaws may be amended during an Annual Meeting by a two-thirds majority vote of members present and eligible to vote.
- Bylaw 9.02** **Quorum:** The quorum for the Board of Directors shall consist of fifty percent (50%). The quorum for the general membership meeting shall consist of twenty percent (20%) of the members of The Association who are eligible to vote.
- Bylaw 9.03** **Ratification:** This Constitution and its Bylaws shall be ratified and adopted by a majority vote of those members assembled at a regular meeting who are eligible to vote. The Constitution and Bylaws for each local chapter must be ratified and adopted by the Board of Directors.

## X

### Local Chapters

- Bylaw 10.01** **Admission:** Any three (3) graduates of the Academy who are committed to the principal outlined in this constitution may form a Board of Directors. Approved charter status is contingent upon receipt of the charter and continued good standing. Upon the dissolution of any local chapter, the former chapter shall bequeath all assets to The Academy.

## XI

- Dissolution:** Upon the dissolution of The Association, the Treasurer, in collaboration with the President, shall, after paying or making provision for the payment of all of the liabilities of The Association, bequeath all assets to The Academy.