



Cody High School Alumni Association Bylaws

Article I: Name

The name of this organization shall be the Cody High School Alumni Association. The Association is a 501(c)(3) nonprofit organization.

Article II: Purpose

The purpose of the Cody High School Alumni Association is to:

1. Foster a spirit of loyalty and community among former students.
2. Support the educational and charitable efforts of Cody High School.
3. Provide networking opportunities for alumni.
4. Organize events and activities to engage alumni.

Article III: Membership

1. Eligibility: Membership is open to all graduates and former students of Cody High School.
 - A. To be considered an Active Member, members must attend at least 50 percent of all meetings/events/activities.
 - B. Only Cody High School graduates with an active member status are eligible to submit nominations for board positions, as well as eligible to vote.
2. Dues: The association may establish membership dues, pending approval by the Board of Directors.

Article IV: Board of Directors

1. Composition: The Board of Directors shall consist of not more than nine members, including:

- President*
- Vice President*
- Secretary
- Treasurer *
- Founders (2)* : seats held in perpetuity
- Three Members-at-Large

- A. At least one seat shall be reserved for a representative of recent classes (within the last 15 years).

** Denotes members of the Executive Committee*

2. Terms: January 1 to December 31, each Board member shall serve a term of three years, with no member serving more than two consecutive terms.

3. Nominations and Elections:

A. Nominations: submissions accepted in the month of October via email. Only active members may submit nominations. In addition, only active members may be nominated for board positions. Nominees may be subject to a background check.

B. Elections: President - Executive Committee (excluding President) majority vote. All other board positions election – Active Members majority vote.

C. To qualify for an officer's seat, the nominee must have served as a board member for a minimum of two years.

4. Quorum: A quorum for Board meetings shall consist of a simple majority of the Board members.

5. The absence of any board member from 50 percent or more meetings/events/activities in any twelve-month period shall be deemed a resignation unless a petition is made to the board in writing.

6. Conflict Of Interest: It is the obligation of each officer, board member or committee member to fully disclose any direct or indirect interest in financial transactions, vendor selections or other matters coming before the board. Member will refrain from discussion and/or voting related to the subject matter to avoid a conflict of interest.

Article V: Duties of Officers

President:

- Direct the affairs of the organization
- Establish meeting dates, time, place and agenda
- Conduct all regular and board meetings
- Maintain membership records
- One of two signers on all bank checks, bank cards and withdrawals

Vice President:

- Perform the duties of the President in his/her absence
- Schedule speakers for Membership Meetings
- Coordinate activities of Class Representatives

Secretary:

- Maintain a written record of the business conducted by the association
- Notify members of meetings
- Oversee Newsletters and alumni communication

Treasurer:

- Collect all monies of the association and pay all submitted bills on a timely basis
- Keep accurate and current records of all incomes and expenses
- Deposit all monies to the chosen bank of the association within 7 days of receipt
- Provide financial reports at all general and board meetings
- Provide updates on donations
- Shall get approval from the President for any expenditure exceeding \$100.00
- One of two signers on all bank checks, bank cards and withdrawals

Article VI: Meetings

1. Regular Meetings: The association shall hold regular meetings at least twice a year.
2. Annual Meeting: An annual meeting will be held in the month of November, where the Board will present reports and updates to the membership.
3. Special Meetings: Special meetings may be called by the President or by a majority of the Board.

Article VII: Committees

1. Establishment: The Board of Directors may establish committees as needed.
2. Committee Members: Committee members must be members of the Cody High School Alumni Association.

Article VIII: Code of Conduct

1. Unethical and Criminal Behavior

A. Policy Statement: The Cody High School Alumni Association upholds integrity, respect, and ethical behavior. Violations will not be tolerated.

B. Unacceptable Conduct: Members engaging in unethical or illegal actions, such as fraud, theft or harassment, may have their membership revoked. Members previously engaged in unethical or illegal actions may not hold a Board position.

C. Reporting Violations: Members should confidentially report violations to a Board officer.

D. Disciplinary Measures: Following an investigation, the Cody High School Alumni Association may impose measures including suspension or expulsion.

E. Commitment to Community: The Cody High School Alumni Association is dedicated to a safe environment and will address concerns regarding unethical conduct.

Article IX: Amendments

1. Proposal: Amendments to these bylaws may be proposed by any active member and submitted in writing to the Board.

2. Approval: Amendments must be approved by a two-thirds majority of the board members.

Article X: Dissolution

In the event of dissolution of the Cody High School Alumni Association, any remaining assets shall be distributed to a fund related to Cody High School.

Article XI: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Cody High School Alumni Association in all cases to which it is applicable and in which it is not inconsistent with these bylaws and any special rules of orders the association may adopt.

Original 2002 (bylaws)

Revised 2024 (bylaws)