

**Proposed Amended Version of the
Los Angeles Adventist Academy Alumni Association
Constitution and By-Laws
(incorporating all proposed additions and deletions into the text)**

Adopted March 15, 2009; Amendments Proposed on March 14, 2010

PREAMBLE

In order to foster support for our Alma Mater and to promote Adventist Christian education, we, the Alumni of Los Angeles Adventist Academy (“LAAA”), do hereby adopt this constitution.

ARTICLE I—Name

The name of this association shall be the Los Angeles Adventist Academy Alumni Association (“LAAA Alumni Association”), otherwise herein referred to as the Association.

ARTICLE II—Purpose

The purpose of the Association shall be to further friendships, build community and continue to support LAAA. Some specific objectives of the Association shall be to:

- A. Partner with LAAA to provide financial resources through membership fees, fundraisers, in-kind gifts and other resource development events to support the school.
- B. Provide any and all activities deemed proper, advisable, necessary, or beneficial in promoting LAAA and the alumni thereof.
- C. Encourage former graduating classes and students to continue a spirit of partnership with LAAA.
- D. Organize and conduct the annual Alumni Homecoming Weekend each spring.
- E. Maintain a current roster of all alumni as defined under Article III – Membership.

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- F. Establish and maintain a charter member and alumni membership annual fee to assist in providing LAAA with a resource fund to be maintained and administered by the Association.
- G. Publish alumni news through the official newsletter of the Association, [Newsletter Name], and through other media.
- H. Organize alumni affiliations from the former Watts/Wadsworth, Lynwood Elementary, Lynwood Adventist Academy, Los Angeles Academy and Los Angeles Union SDA Schools; and Los Angeles Adventist Academy.
- I. Acknowledge and extend memberships to all current and future graduating seniors into the Association.
- J. Promote Adventist Christian education by partnering with LAAA in developing network mixers, workshops, and mentoring programs as needed to help in the sustainability of the Association and the continued commitment of all alumni in supporting LAAA.

ARTICLE III—Membership

The membership of the Association shall consist of the following:

- A. Regular voting members shall be charter members, and any graduate or former student of Watts/Wadsworth School, Los Angeles Academy, Lynwood Elementary School, Lynwood Adventist Academy, Los Angeles Union SDA School or Los Angeles Adventist Academy who have paid the required membership fees.
- B. Associate members (non-voting) shall be those who have paid the required membership fees who are former and present faculty and/or staff of any of the schools listed in Section A, and their spouses; parents, spouses, family members and friends of graduates or former students of any of the schools listed in Section A; former and present members of the School Board/Board of Trustees of any of the schools listed in Section A, and their spouses; spouses of regular voting members; or friends or patrons of LAAA who support Adventist Christian education.

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ARTICLE IV—Meetings

- A. At least two meetings of the Executive Board as defined under Article VII—Officers shall be held prior to the annual Alumni Homecoming.
1. A majority of the voting Executive Board members shall constitute a quorum for the transaction of business.
 2. The purpose of these meetings shall be to (a) administer, manage and provide general oversight over the business of the Association, (b) ensure and oversee the proper planning of the annual Alumni Homecoming Weekend, (c) prepare for, and develop and approve the agenda for, the annual meeting of the Association, (d) adopt, and revise if necessary, the annual budget of the Association for the fiscal year, and monitor compliance with it, (e) approve or authorize proper expenditures on behalf of the Association, (f) review and receive the financial statements of the Association, (g) practice and implement strategic planning for the Association, and (h) take those actions that are necessary and proper to fulfill the purpose and objectives, and advance the interests of the Association.
 3. An Executive Board member's absence from a meeting of the Executive Board shall be excused if a majority of voting Executive Board members present and voting vote to excuse the absence.
 4. The parliamentary authority of the Executive Board shall be the most recent edition of Robert's Rules of Order, Newly Revised except insofar as it is in conflict with the constitution or by-laws of the Association.
- B. The meeting of the Association shall be held annually in conjunction with Alumni Homecoming Weekend.

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1. The purpose of this meeting shall be to (a) review and approve the minutes of the previous year's meeting of the Association, (b) review and receive the final financial statement for the previous year, (c) review and receive a partial financial statement for the current year, (d) receive reports from the elected officers of the Association, (e) receive and consider proposed amendments to the constitution, (f) in odd-numbered years, nominate and elect regular voting members to serve as officers for the upcoming two years, and in even-numbered years, to nominate and elect regular voting members to fill vacancies in elected offices that have occurred since the previous year's annual meeting of the Association, and (g) receive information on the state of Los Angeles Adventist Academy from the administration of the school.
2. Members are to be notified at least thirty (30) days in advance of any meeting.
3. A majority of regular voting members present shall constitute a quorum.
4. The parliamentary authority of the Association shall be the most recent edition of Robert's Rules of Order, Newly Revised except insofar as it is in conflict with the constitution or by-laws of the Association.

ARTICLE V—Amendments

This constitution of the Association may be amended at the annual meeting of the Association by a two-thirds vote of the members present.

ARTICLE VI—Elected Officers

- A. The elected officers of the Association shall be a President, Vice President, Secretary, Treasurer, the Immediate Past President and five members-at-large; all of whom shall be regular voting members of the Association. Each shall hold office for two years, the term ending on July 1 of every odd-numbered year.
- B. The election of the President, Vice President, Secretary, Treasurer and five members-at-large shall take place at the annual meeting of the Association, and they shall assume office on July 1 following Alumni

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Homecoming Weekend. Any vacant office shall be filled by the Executive Board until the end of the next annual meeting of the Association.

C. Commencing March 15, 2009, any elected officer of the Association who shall have three consecutive unexcused absences, or five cumulative unexcused absences, from regular Executive Board meetings may be removed for excessive absences in the following manner:

- (1) An Executive Board member proposes at a regular meeting of the Executive Board that said elected officer be removed for excessive absences;
- (2) Said elected officer shall be informed in writing by certified mail of his/her proposed removal; and
- (3) At the next regular meeting of the Executive Board, said elected officer shall be given an opportunity to speak on his/her own behalf; after which
- (4) Said elected officer shall be removed if a majority of the voting Executive Board members shall vote to remove her/him; and the removal shall become effective immediately following the end of that Executive Board meeting.
- (5) Said elected officer shall be informed in writing by certified mail that he/she has been removed from that office.

D. Any elected officer of the Association who shall have (a) substantially and significantly failed to reasonably perform the duties of his/her office, or (b) who is guilty of clear, significant and intentional misconduct as an officer of the Association, may be removed in the following manner:

- (1) An Executive Board member cites the general and specific reasons why said elected officer should be removed, and proposes at a regular meeting of the Executive Board that said elected officer be removed for those reasons;
- (2) Said elected officer shall be informed in writing by certified mail of his/her proposed removal, and the cited general and specific reasons; and
- (3) At the next regular meeting of the Executive Board, said elected officer shall be given an opportunity to speak on his/her own behalf; after which
- (4) Said elected officer shall be removed if two-thirds of the voting Executive Board members shall vote to remove her/him; and the removal shall become effective immediately following the end of that Executive Board meeting.
- (5) Said elected officer shall be informed in writing by certified mail that he/she has been removed from that office.

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ARTICLE VII—Executive Board

The Executive Board shall consist of the elected officers: President, Vice President, Secretary, Treasurer and five members-at-large; the Immediate Past President; the Principal; and a current faculty or staff member of LAAA appointed by the Principal, and approved by the Executive Board. Additionally, the Senior Class President and the Student Body President of LAAA shall serve as non-voting members of the Executive Board.

ARTICLE VIII—Duties of Elected Officers

- A. President: Shall provide leadership to the Association and to the Executive Board, represent the Association on appropriate occasions, attend and preside at the meetings of the Association, attend and preside at the meetings of the Executive Board, perform all the duties pertaining to the office, oversee the planning of Association-sponsored events and programs including Alumni Homecoming, and perform other duties as assigned by the Executive Board and accepted by her/him. The President shall also serve as an ex-officio voting member of the Board of Trustees of Los Angeles Adventist Academy. [Subject to School Board approval]
- B. Vice President: Shall attend the meetings of the Association, attend the regular meetings of the Executive Board, preside at the meetings of the Association in the absence, inability or direction of the President, preside at the meetings of the Executive Board in the absence, inability or direction of the President, assist the President in overseeing the planning of Association-sponsored events and programs, and perform other duties as assigned by the Executive Board and accepted by her/him. In the absence of the President, the Vice President shall perform the duties of the President. In the event of a vacancy in the office of President, the Vice President shall succeed to the office of President.

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- C. Secretary: Shall attend the meetings of the Association, attend the regular meetings of the Executive Board, keep and maintain the minutes of all meetings of the Association and the Executive Board, give proper notice of all meetings of the Association to all of the members of the Association, give proper notice of all meetings of the Executive Board to all of the members of the Executive Board, keep and maintain a current and accurate record of each Executive Board member's attendance at the regular meetings of the Executive Board and regularly inform the Executive Board, keep and maintain the official record and roster of all of the members of the Association and each member's respective membership status, attend to any correspondence as directed by the President or the Executive Board, and perform other duties as assigned by the Executive Board and accepted by her/him.
- D. Treasurer: Shall attend the meetings of the Association, attend the regular meetings of the Executive Board, present a full financial report at the annual meeting of the Association, maintain financial records of the Association, execute payments of the Association's expenses as authorized or directed by the Executive Board, present a report at every Executive Board meeting of receipts and disbursements and perform other duties as assigned by the Executive Board and accepted by him/her.
- E. Immediate Past President: Shall attend the meetings of the Association, attend the regular meetings of the Executive Board, assist the current officers in the overall operations of the Association and perform other duties as assigned by the Executive Board and accepted by her/him.
- F. Members-at-Large: Shall attend the meetings of the Association, attend the regular meetings of the Executive Board, and perform other duties as assigned by the Executive Board and accepted by him/her.

ARTICLE IX—Finances

- A. The fiscal year of the Association shall extend from July 1 to June 30.
- B. The Association shall maintain a designated bank account with the President or Treasurer, and the Assistant Business Manager of LAAA having signing privileges.
- C. A full financial report shall be presented at the annual Association meeting. (Refer to Article IV-B-1)

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ARTICLE X—Dissolution

Upon the windup and dissolution of the Association, after paying or adequately providing for the debts and obligations of the Association, the remaining property, finances, possessions and other assets of the Association shall revert to the ownership of Los Angeles Adventist Academy.