

Los Angeles Adventist Academy Alumni Association By-Laws

Adopted on March 15, 2009.

Amended on March 14, 2010; March 13, 2011; March 11, 2012; March 10, 2013;
March 8, 2014; March 12, 2017; and March 15, 2026.

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 these By-Laws on March 15, 2009.

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 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.
- F. Establish and maintain a one-time charter member and alumni membership fee to assist in providing LAAA with a resource fund to be maintained and administered by the Association.

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- G. Publish alumni news through the official newsletter of the Association and other media.
- H. Organize alumni affiliations from the former Watts/Wadsworth, Los Angeles Junior Academy, 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.
- K. Develop and establish a donor base; and solicit and encourage one-time, recurring and continuing donations from members and other prospective donors to support and maintain the Association, LAAA, and the various projects, programs, causes and activities of the Association that help support and maintain the Association and/or LAAA.

ARTICLE III—Membership

Section 1. Definition of the Alumni of Los Angeles Adventist Academy (LAAA)

Persons who have attended one or more of the following schools as students shall be recognized as being alumni of Los Angeles Adventist Academy:

- A. Los Angeles Adventist Academy (LAAA)
- B. Lynwood Adventist Academy/Lynwood Academy
- C. Los Angeles Union SDA School
- D. Lynwood Elementary School/Lynwood Adventist Elementary School
- E. Los Angeles Academy
- F. Los Angeles Junior Academy
- G. The Watts/Wadsworth Church School
- H. The Watts Church School

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Section 2. Membership of the Association**A. Voting Members of the Association shall include:**

- 1) the Charter Members of the Association as defined Article III, Section 3;
- 2) the Regular Members of the Association who fulfilled the regular membership requirements specified in Article III, Section 4; and
- 3) the LAAA High School Graduates as defined in Article III, Section 5.

B. Non-voting Members of the Association shall include:

- 1) the Associate Members of the Association who fulfilled the associate membership requirements as specified in Article III, Section 7.
- 2) the Honorary Members of the Association who have been bestowed an Honorary Membership as specified in Article III, Section 8.

Section 3. Definition of Charter Members of the Association

Charter members of this Association shall be defined as those persons who paid the required one-time charter member fee of \$100.00 in 2009 prior to the official establishment of the Association at the initial Alumni Association Meeting in 2009, OR, pledged to pay the required one-time charter member fee of \$100.00 and honored that pledge prior to the end of the second (2nd) annual Association Meeting in 2010. These persons shall forever be recognized and recorded as charter members of the Association, with all the rights and privileges pertaining thereto.

Section 4. Regular Membership Requirements

Regular voting Members of the Alumni Association must:

- A. Be alumni of Los Angeles Adventist Academy as defined in Article III, Section 1;
- B. Be 18 years of age or older, OR must be high school graduates of Los Angeles Adventist Academy;

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- C. Submit an Alumni Association membership form to the Association; and
- D. Submit the required one-time membership fee to the Association as specified in Article III, Section 6.

When all of the aforementioned requirements are fulfilled, said person shall be recognized and recorded as Regular Members of the Association for life, with all the rights and privileges pertaining thereto.

Section 5. LAAA High School Graduates

LAAA High School Graduates, from 2009 onward, shall automatically become Voting Members of the Association immediately upon their graduation from LAAA, and completion of an alumni membership form. No membership fee is required.

This membership shall be in effect until July 1st of the tenth year following their high school graduation from LAAA; at which time they can transition to become Regular Members as outlined in Article III, Section 4.

Section 6. One-time Required Membership Fee

The one-time membership fee required for alumni to become Regular Members of the Association shall be \$100.00; once paid, along with fulfilling all the other Requirements for Regular Membership, these persons shall be Regular Members of the Association for life.

Section 7. Associate Members (non-voting)

Associate members shall be those persons who desire to support the Association, its mission, purpose, objectives and efforts through being affiliated with the Association, and indicate that desire in writing by submitting a Membership form to the Association.

Section 8. Honorary Members (non-voting)

The Association, as well as the Executive Board, shall have the authority to bestow Honorary Memberships of the Association to individuals at its own discretion by the affirmative vote of its voting members. Upon

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confirmation, such individuals shall be recognized and recorded as Honorary Members of the Association.

ARTICLE IV—Alumni Homecoming

- A. Alumni Homecoming Weekend shall be held annually on the weekend that corresponds to the second Friday in March.
- B. The annual Association meeting shall be held during Alumni Homecoming Weekend on Saturday night after sunset, or on Sunday. The Executive Board shall determine the specific day, date, time, place and mode of the annual Association meeting within the aforementioned constraints.

ARTICLE V—Meetings

Section 1. Annual Association Meeting

- A. Frequency of Meeting. The meeting of the Association shall be held annually in conjunction with Alumni Homecoming Weekend in accordance with Article IV.
- B. Purpose of meeting. The purpose of this meeting shall be:
 - 1) To review, amend if necessary and/or desired, and approve the proposed agenda,
 - 2) To review, correct if necessary, and ratify the minutes of the previous Association meeting,
 - 3) review and receive reports from the elected officers of the Association,
 - 4) review and consider proposed amendments to the By-Laws,
 - 5) in odd-numbered years, to nominate and elect regular voting members to serve as Executive Officers (President, Vice President, Executive Secretary, Treasurer, Membership Secretary, Coordinator of Events and Recreational Activities, Coordinator of Fundraising and Resource Development, Coordinator of Communication and Public Relations, and Historian) for the upcoming two years, and nominate and elect regular voting members to fill any and all vacancies in elected offices that have occurred since the previous year's annual Association meeting,
 - 6) in even-numbered years, to nominate and elect regular voting members to serve as Members-At-Large of the Executive Board for

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the upcoming two years, and nominate and elect regular voting members to fill any and all vacancies in elected offices that have occurred since the previous year's annual Association meeting, and

7) to receive information on the state of Los Angeles Adventist Academy from the administration of the school.

C. *Notice of meeting.* Members of the Association shall be notified at least thirty (30) days in advance of the annual Association meeting by email, the Alumni Newsletter, and/or U. S. mail; notice of the annual Association meeting shall also be posted on the Alumni website at least 30 days prior to the annual Association meeting. Notification shall include the date, time, location, and mode of the meeting; and the executive board's proposed agenda.

D. *Quorum of the meeting.* At the beginning of the meeting, the number of voting members present shall be identified and counted. A majority of the number of the voting members present shall constitute a quorum for the annual Association Meeting.

E. *Parliamentary Authority.* The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised and the corresponding edition of Robert's Rules of Order, Newly Revised In Brief, shall govern the conduct of business of the annual Association Meeting, except insofar as it is in conflict with these By-Laws or any special rules adopted by the Association for the annual Association meeting.

ARTICLE VI—Elected Officers

Section 1. Identity of Elected Officers. The elected officers of the Association shall be a President, Vice President, Executive Secretary, Treasurer, Membership Secretary, Coordinator of Events and Recreational Activities, Coordinator of Fundraising and Resource Development, Coordinator of Communication and Public Relations, Historian, and ten (10) Members-At-Large; all of whom shall be voting members of the Association.

Section 2. Identity of Executive Officers. The Executive Officers of the Association shall be a President, Vice President, Executive Secretary, Treasurer, Membership Secretary, Coordinator of Events and Recreational Activities, Coordinator of Fundraising and Resource Development, Coordinator of Communication and Public Relations, and Historian.

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Section 3. Identity of Non-Executive Officers. The Non-Executive Officers of the Association shall be ten (10) Members-At-Large.

Section 4. Terms of Office for Elected Officers. Each elected officer shall hold office for a term of two years. The term for the Executive Officers shall begin on July 1 of every odd-numbered year and shall extend through June 30 of the following odd-numbered year. The term for the Members-At-Large shall begin on July 1 of every even-numbered year and shall extend through June 30 of the following even-numbered year.

Section 5. Limitations on Concurrent Service. No person shall hold more than one elected officer position in the Association concurrently. Beginning service in a new elected officer position shall automatically and immediately terminate his/her tenure in the previously held elected officer position.

Section 6. Election of Officers. The election of the President, Vice President, Executive Secretary, Treasurer, Membership Secretary, Coordinator of Events and Recreational Activities, Coordinator of Fundraising and Resource Development, Coordinator of Communication and Public Relations, and Historian shall take place at the annual Association meeting held in every odd-numbered year, and they shall assume office on July 1 following that Alumni Homecoming Weekend; and the election of the ten members-at-large shall take place at the annual Association meeting held in every even-numbered year, and they shall assume office on July 1 following that Alumni Homecoming Weekend. Any vacant office shall be filled by the Executive Board until the end of the next annual Association meeting. Each Executive Officer shall be chosen by a majority vote. Members At Large shall be chosen by a plurality vote; the 10 candidates who received the highest number of votes shall be deemed elected.

Section 7. President

A. **Role.** The President shall be the chief executive officer of the Association, the presiding officer of the Executive Board, the presiding officer of the annual Association Meeting and the official representative of the Association.

B. **Responsibilities.** The responsibilities of the President shall be to:

- 1) provide leadership to the Association,
- 2) provide leadership to the Executive Board,
- 3) represent the Association on appropriate occasions,

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- 4) attend and preside over the annual Association meeting,
- 5) attend and preside over the meetings of the Executive Board,
- 6) oversee the planning of Alumni Homecoming Weekend,
- 7) oversee the planning of Association-sponsored events and programs,
- 8) represent the Association as a voting member of the School Board of Los Angeles Adventist Academy,
- 9) authenticate by his/her signature, when necessary, acts, orders, proceedings, and other documents of the Association and/or the Executive Board,
- 10) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board; and govern the conduct of the business of the Association and the Executive Board accordingly,
- 11) perform all the duties pertaining to the various roles of the office of President,
- 12) and perform other duties as assigned by the Executive Board and accepted by her/him.

C. *Authority and Limitations.* The President shall have the authority to fulfill his/her role and responsibilities.

Section 8. Vice President

A. *Role.* The Vice President shall be the primary assistant of the President. The Vice President shall be the chief operating officer of the Association. In the event of the President's resignation, death or removal, the Vice President shall automatically become the President for the remainder of the President's term.

B. *Responsibilities.* The responsibilities of the Vice President shall be to:

- 1) attend the Executive Board Meetings,
- 2) preside at the meetings of the Executive Board in the absence, inability or direction of the President,

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- 3) attend the annual Association Meeting,
- 4) preside at the annual Association meeting in the absence, inability or direction of the President,
- 5) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
- 6) assist the President in the fulfillment of his/her roles and in the performance of his/her responsibilities,
- 7) assist the President in overseeing the planning of Alumni Homecoming Weekend,
- 8) assist the President in overseeing the planning of Association-sponsored events and programs,
- 9) monitor the functionality and effectiveness of committees,
- 10) monitor, assess and ensure the implementation and execution of the actions and decisions taken by the Executive Board,
- 11) perform other duties as assigned by the Executive Board and accepted by her/him, and
- 12) perform the duties of the President in the absence or inability of the President.

C. *Authority and Limitations.* The Vice President shall have the authority to fulfill his/her role and responsibilities.

Section 9. Executive Secretary

A. *Role.* The Executive Secretary shall be the recording and correspondence officer of the Association and the Executive Board. The Executive Secretary shall be the Chief Administrative Officer of the Association. The Executive Secretary shall be the designated recipient to receive all correspondence directed to the Association and the Executive Board. The Executive Secretary shall be the custodian of all official documents of the Association and the Executive Board except as otherwise specified by the By-Laws.

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B. *Responsibilities.* The responsibilities of the Executive Secretary shall be to

- 1) attend the Executive Board Meetings,
- 2) attend the annual Association Meeting,
- 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
- 4) make a record of each Executive Board Meeting, develop a draft of the proposed minutes, present the draft of the proposed minutes to the Executive Board for approval, and retain and archive the approved minutes,
- 5) make a record of all Association Meetings, develop a draft of the proposed minutes, present the draft of the proposed minutes to the Executive Board for acceptance, present the accepted minutes to the Association for approval, and retain and archive the approved minutes,
- 6) keep and maintain the minutes of all meetings of the Association and the Executive Board,
- 7) present the minutes of the annual Association meeting and the Executive Board to the Executive Board for acceptance,
- 8) present the accepted minutes of the annual Association meeting to the Association for ratification,
- 9) give proper notice of the annual Association meeting to all members of the Association,
- 10) give proper notice of all meetings of the Executive Board to all members of the Executive Board,
- 11) 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,
- 12) attest by his/her signature, when necessary, to the accuracy of acts, orders, proceedings, and other documents of the Association and/or the Executive Board,

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13) attend to the incoming and outgoing correspondence of the Association, and

14) perform other duties as assigned by the Executive Board and accepted by her/him.

C. *Authority and Limitations.* The Executive Secretary shall have the authority to fulfill his/her role and responsibilities.

Section 10. Treasurer

A. *Role.* The Treasurer shall be the Chief Financial Officer of the Association. The Treasurer shall be the custodian of all the funds of the Association.

B. *Responsibilities.* The responsibilities of the Treasurer shall be to

- 1) attend the Executive Board Meetings,
- 2) attend the annual Association Meeting,
- 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
- 4) receive, properly receipt and record all funds coming into the possession of the Association,
- 5) promptly deposit all funds of the Association into the Association's account,
- 6) continuously monitor the current budget to ensure that actual income and expenditures are within the current budget parameters,
- 7) regularly submit written quarterly reports at the first regular Executive Board meeting following the end of the quarter to include the balances, budgeted and actual income and cash flow for all Association fund categories and accounts,
- 8) submit and present the final financial report for the previous fiscal year at the annual Association meeting,

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- 9) submit and present the partial financial statement for at least the first two quarters of the current fiscal year at the annual Association meeting,
- 10) maintain financial records of the Association,
- 11) properly and promptly execute payments of the Association's expenses when properly authorized or directed by the Association or the Executive Board (subject to availability of funds),
- 12) provide financial updates to the Executive Board at every regular Executive Board meeting and as needed, and
- 13) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Treasurer shall have the authority to fulfill his/her role and responsibilities. The Treasurer shall not disperse funds except by the approval of the Association or the Executive Board or as the bylaws prescribe.

Section 11. Membership Secretary

- A. *Role.* The Membership Secretary shall be the Chief Membership Officer of the Association.
- B. *Responsibilities.* The responsibilities of the Membership Secretary shall be to
 - 1) attend the Executive Board Meetings,
 - 2) attend the annual Association Meeting,
 - 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
 - 4) keep and maintain the official record and roster of all members of the Association and each member's respective membership status and keep those records updated and secure,

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- 5) ensure that all membership forms and requests are processed properly,
- 6) receive, properly receipt and record all membership fees,
- 7) promptly transmit membership fees to the Treasurer in return for a proper receipt,
- 8) present a full membership report in writing at the annual Association meeting,
- 8) submit a quarterly report in writing on the status of membership to the Executive Board,
- 9) provide membership updates to the Executive Board at every Executive Board meeting and as needed, and
- 10) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Membership Secretary shall have the authority to fulfill his/her role and responsibilities.

Section 12. Coordinator of Events and Recreational Activities

A. *Role.* The Coordinator of Events and Recreational Activities shall be the chief coordinator of events and recreational activities of the Association.

B. *Responsibilities.* The responsibilities of the Coordinator of Events and Recreational Activities shall be to:

- 1) attend the Executive Board Meetings,
- 2) attend the annual Association Meeting,
- 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
- 4) generate ideas and suggestions of potential events and recreational activities and present them to the Executive Board for consideration,

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- 5) plan events and recreational activities, and develop and submit written proposals to the Executive Board for review and approval,
- 6) monitor and supervise the implementation of approved events and recreational activities,
- 7) conduct post-event analysis of each event and present a written report to the Executive Board,
- 8) present a report in writing of all events for the year at the annual Association meeting,
- 9) present a quarterly report in writing of all events to the Executive Board, and
- 10) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Coordinator of Events and Recreational Activities shall have the authority to fulfill his/her role and responsibilities.

Section 13. Coordinator of Fundraising and Resource Development

- A. *Role.* The Coordinator of Fundraising and Resource Development shall be the chief fundraising and resource officer of the Association.
- B. *Responsibilities.* The responsibilities of the Coordinator of Fundraising and Resource Development shall be to:
 - 1) attend the Executive Board Meetings,
 - 2) attend the annual Association Meeting,
 - 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
 - 4) generate ideas and proposals for conducting fundraising efforts and events and present them to the Executive Board for review and approval,

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- 5) generate ideas, strategies and proposals for developing and/or acquiring non-monetary resources and present them to the Executive Board for review and approval,
- 6) monitor, supervise and ensure the effective implementation and progress of approved fundraising efforts and events and the acquisition of non-monetary resources,
- 7) present a report in writing of all fundraising efforts, events and resource development for the year at the annual Association meeting,
- 8) present a quarterly report in writing of all fundraising efforts, events and resource development to the Executive Board, and
- 9) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Coordinator of Fundraising and Resource Development shall have the authority to fulfill his/her role and responsibilities.

Section 14. Coordinator of Communication and Public Relations

A. *Role.* The Coordinator of Communication and Public Relations shall be the chief communications and public relations officer of the Association. The Coordinator of Communication and Public Relations shall be responsible for the management of the alumni website and social media relations.

B. *Responsibilities.* The responsibilities of the Coordinator of Communication and Public Relations shall be to:

- 1) attend the Executive Board Meetings,
- 2) attend the annual Association Meeting,
- 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
- 4) publish the Association newsletter at least quarterly,

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- 5) manage the Association's public image by creating content, handling media relations, monitoring media coverage and building brand awareness,
- 6) create social media sites that are managed by the Association,
- 7) create content for posting on social media sites,
- 8) ensure the Alumni website remains updated with current information and functioning properly,
- 9) promote Association events across multiple platforms,
- 10) manage a media team,
- 11) distribute alumni Association information via the alumni newsletter, social media sites and websites, and
- 12) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Coordinator of Communication and Public Relations shall have the authority to fulfill his/her role and responsibilities.

Section 15. Historian

A. *Role.* The Historian shall be the chief historical officer of the Association. The Historian shall be responsible for narrative and photographic history and materials. The Historian shall be the curator of all historical artifacts of the Association. The Historian shall be the archivist of materials and documents of the Association.

B. *Responsibilities.* The responsibilities of the Historian shall be to:

- 1) attend the Executive Board Meetings,
- 2) attend the annual Association Meeting,
- 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the

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Special Rules of the Association and the Special Rules of the Executive Board,

- 4) document and preserve the history of the Association,
- 5) develop a narrative and photographic record of various events and activities of the Association,
- 6) organize and safeguard historical items in a designated location,
- 7) present a written report of a narrative summary of all activities, events and archival items/tasks for the year at the annual Association meeting, and
- 8) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Historian shall have the authority to fulfill his/her role and responsibilities.

Section 16. Members-At-Large

A. *Role.* The Members-At-Large shall be the general representatives of the membership of the Association. The Members-At-Large shall participate in the governance of the Association on the Executive Board. The Members-At-Large shall participate in various tasks and functions.

B. *Responsibilities.* The responsibilities of the Members-At-Large shall be to:

- 1) attend the Executive Board Meetings,
- 2) attend the annual Association Meeting,
- 3) utilize a copy of the current edition of *Roberts Rules of Order, Newly Revised* and its corresponding edition of *Roberts Rules of Order, Newly Revised In Brief*, the By-Laws of the Association, the Special Rules of the Association and the Special Rules of the Executive Board,
- 4) promote the Alumni Association, encourage alumni to join the Association, encourage people to support its efforts and events, and encourage people to support the school,
- 5) serve on at least 1 committee, and

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- 6) perform other duties as assigned by the Executive Board and accepted by him/her.

C. *Authority and Limitations.* The Members At Large shall have the authority to fulfill their role and responsibilities.

Section 17. Attendance

- A. Elected officers of the Association shall attend the majority of the scheduled Executive Board meetings. Absences shall be communicated to the President or the Executive Secretary prior to the meeting. An unexcused absence is when prior notice has not been given regarding the absence. Excused absences must be approved by the Executive Board.
- B. 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) A voting 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.

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Section 18. Failure to Perform Duties

A. 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) A voting 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.

ARTICLE VII—Executive Board

Section 1. Role of Executive Board. The Executive Board shall be the governing authority of the Association outside of the annual Association meeting.

Section 2. Composition of Executive Board. The Executive Board shall consist of

- 1) the elected executive officers: President, Vice President, Executive Secretary, Treasurer, Membership Secretary, Coordinator of Events and Recreational Activities, Coordinator of Fundraising and Resource Development, Coordinator of Communication and Public Relations, Historian;
- 2) the elected non-executive officers: ten (10) members-at-large;

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- 3) the non-elected members: the Immediate Past President (the person who was serving as President on June 30 when the last term of office ended for the President); the Principal, or a current faculty or staff member of LAAA designated by the Principal to represent him/her; and a current faculty or staff member of LAAA appointed by the Principal, and approved by the Executive Board; and
- 4) The non-voting members: the High School Senior Class President and Student Body President.

Section 3. Executive Board Meetings

A. Purpose of Meetings. The purpose of the Executive Board meetings shall be to

- 1) administer, manage and provide general oversight over the business of the Association,
- 2) determine and set the date, time, place and mode of the Executive Board meetings, and establish an annual schedule of Executive Board meetings,
- 3) establish special rules for the conduct of business for Executive Board meetings,
- 4) ensure and oversee the proper planning of the annual Alumni Homecoming Weekend,
- 5) prepare for the annual Association meeting,
- 6) set the date, time, place and mode of the annual Association meeting within the constraints of Article IV,
- 7) develop and approve the proposed agenda for the annual Association meeting,
- 8) recommend special rules for the conduct of business for the annual Association meeting,
- 9) review and accept the minutes of the annual Association meeting subject to ratification by the Association, and recommend ratification of the accepted minutes by the Association,
- 10) adopt an annual budget of the Association for the fiscal year, revise as needed, and monitor compliance with the budget,
- 11) approve and/or authorize proper expenditures on behalf of the Association,
- 12) review and receive the financial statements of the Association,
- 13) create and establish committees to assist in the effective and efficient operation of the Association and/or the Executive Board,
- 14) practice and implement strategic planning for the Association, and

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15) take those actions that are necessary and proper to fulfill the purpose and objectives, and advance the interests of the Association.

- B. *Frequency of Meetings.* The Executive Board shall hold at least one regular meeting per quarter during the period of July 1 through June 30.
- F. *Regular Meetings.* The executive board shall set the date, time, place and mode of the regular executive board meetings; and prior to September 1, shall determine the official schedule of all the regular executive board meetings to take place between July 1 and June 30. All members of the Executive Board shall be notified in writing of the official schedule of regular meetings within 10 days of approval.
- G. *Meetings Held Electronically.* Except as otherwise provided in these By-laws, meetings of the Executive Board shall be conducted through use of internet meeting services designated by the Executive Board that support visible displays identifying those participating, identifying those seeking recognition to speak, and showing (or permitting the retrieval of) the text of pending motions. These electronic meetings of the Executive Board shall be subject to all rules adopted by the Executive Board, or by the Association, to govern them, which may include any reasonable limitations on, and requirements for, Executive Board members' participation. Any such rules adopted by the Executive Board shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Association.
- H. *First Regular Meeting.* The first regular meeting of the Executive Board after June 30 shall be held in the month of July. This meeting shall be:
- 1) Set by the Executive Board prior to July 1 (the Executive Board should consult with the incoming/continuing Executive Board members to determine date, time, place and mode of the first meeting); or
 - 2) Shall be held on the fourth Sunday of July at 10:00 am, if not set otherwise.
- All members of the Executive Board shall be notified in writing of the date, time, place and mode of the first regular meeting at least 14 days prior to the meeting.

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- I. *Cancelling and Rescheduling of Regular Meetings.* Regular meetings of the Executive Board may be cancelled and/or rescheduled:
- 1) By the Executive Board during an Executive Board meeting; or
 - 2) Outside of Executive Board meetings, by the president, with the agreement of a majority of the other Executive Officers; or
 - 3) Outside of meetings, by a majority of the voting Executive Board members acting in concert with each other.

If any regular Executive Board meetings are cancelled and/or rescheduled, all members of the Executive Board shall be notified at least 72 hours (3 days) before the time of the previously scheduled meeting, and at least 72 hours (3 days) before the time of the newly scheduled meeting (if rescheduled). The notice must include the date, time and place of the cancelled meeting, the date, time and place of the rescheduled meeting (if rescheduled) and a record of which Executive Board members agreed to the change.

- J. *Special Meetings.* Special meetings of the Executive Board may be called, cancelled and/or rescheduled:
- 1) By the Executive Board during an Executive Board meeting; or
 - 2) Outside of Executive Board meetings, by the President, with the agreement of a majority of the other Executive Officers; or
 - 3) Outside of Executive Board meetings, by a majority of the voting Executive Board members acting in concert with each other.

If any special Executive Board meetings are called, all members of the Executive Board shall be notified at least 72 hours (3 days) before the time of the special Executive Board meeting and at least 72 hours (3 days) before the time of the newly scheduled meeting (if rescheduled). The notice must include the date, time and place of the special Executive Board meeting being called, cancelled and/or rescheduled, and a record of how the meeting was called and which Executive Officers and/or Executive Board members agreed to the meeting.

- K. *Meetings Held In Person.* Some particular meeting or meetings of the Executive Board shall be held in person either (a) when the President or Vice President has obtained written consent for this from a majority of the current Executive Board voting members, or (b) when ordered by the Executive Board, by a majority vote with previous notice of a motion to do so having been given, or (c) when ordered by the Executive Board, by a two-thirds vote when previous notice of a motion to do so has not been given. If some particular meeting or meetings of the Executive Board are

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to be held in person, all Executive Board voting members shall be given notice of the date, time and place at least 7 days prior to said meeting(s).

- L. *Parliamentary Authority*. The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised and the corresponding edition of Robert's Rules of Order, Newly Revised In Brief, shall govern the conduct of business of the Executive Board Meetings, except insofar as it is in conflict with these By-Laws or any special rules adopted by the Executive Board for the Executive Board Meetings.

The hierarchy of the rules shall be as follows: these bylaws shall supersede any special rules adopted by the Executive Board which shall supersede the standard rules in Robert's Rules of Order, Newly Revised.

- M. *Quorum for Meetings*. Quorum for transacting business shall be defined as the presence of a number of voting Executive Board members equal to a majority of the number of current elected officers of the Association. Each person who serves as a member of the Executive Board shall be counted only once for the purposes of voting and/or quorum issues.
- N. *Excused Absences of Executive Board Members*. 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.
- O. *Attendance and Participation of Guests*. Meetings of the Executive Board shall generally be open for attendance by members of the Association, other alumni, and other guests in accordance with the following:
- 1) Guests shall not make motions, second motions or vote on the business of the Executive Board; only members of the Executive Board are authorized to do so.
 - 2) The Executive Board or the presiding officer may provide an opportunity to address the Executive Board and/or participate appropriately in some discussions.
 - 3) Guests may address the Executive Board only when recognized by the presiding officer.
 - 4) When the Executive Board meets in executive session/closed session, all guests shall be excused and excluded from attending during that time.
 - 5) All persons present at Executive Board meetings, both Executive Board members and guests, are expected and required to practice and exhibit proper meeting decorum, mutual respect and maximum

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civility; the Executive Board and its officers shall ensure and enforce said behavior through appropriate means.

ARTICLE VIII—Finances*Section 1. Fiscal Year*

- A. The fiscal year of the Association shall extend from July 1 through June 30 of the following calendar year, and shall consist of the following four (4) quarters:
- A. 1st Quarter: July 1 through September 30
 - B. 2nd Quarter; October 1 through December 31
 - C. 3rd Quarter; January 1 through March 31
 - D. 4th Quarter; April 1 through June 30
- B. The fiscal year shall be identified and referred to as "Fiscal Year" (abbreviated as "FY"), and ending in the number of the calendar year that the fiscal year concludes (An example of this would be the fiscal year that begins on July 1, 2027 and continues through June 30, 2028 would be identified and referred to as Fiscal Year 2028 or FY2028).

Section 2. Bank Accounts and Approvals of Expenditures. The Association shall maintain a designated bank account with the Treasurer, and the Assistant Business Manager of LAAA having signing privileges. All financial expenditures and withdrawals of the Association shall be authorized by the approval or authorization of the Association or the Executive Board.

Section 3. Financial Reporting. A full financial report shall be presented at the annual Association meeting. (Refer to Article VI, Sections 10.B.8 and 10.B.9)

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March 8, 2014; March 12, 2017; and March 15, 2026.**ARTICLE IX—Amendments**

These By-Laws of the Association may be amended at the annual Association meeting by a two-thirds vote of the members present.

The submission of proposed amendment(s) to the by-laws of the Association shall be submitted to the Executive Secretary by October 1.

Any proposed amendment(s) shall be published to the Association along with the annual Association Meeting agenda.

ARTICLE X—Dissolution

Section 1. Dissolution of the Association. 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.

Section 2. Dissolution of the School. In the event of the dissolution of Los Angeles Adventist Academy, the Alumni Association shall be authorized and expected to continue under the auspices of the Southern California Conference of Seventh-day Adventists; and, therefore, shall be responsible to, and operate under, the authority of the same.

ARTICLE XI—Authority

The Alumni Association shall be governed by these by-laws, and shall be valid insofar as they do not conflict with the actions of the Los Angeles Adventist Academy School Board; the Constitution and By-Laws of Los Angeles Adventist Academy; the various pertinent and relevant policies and guidelines of the Southern California Conference, the Pacific Union Conference, and the General Conference of Seventh-day Adventists; and the pertinent, relevant local, state and federal laws.

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Adopted by the Los Angeles Adventist Academy Alumni Association at the first annual Meeting of the Association on the 15th day of March, in the year of 2009, at Los Angeles Adventist Academy in the City of Los Angeles, California. Amended at the second annual Meeting of the Association on the 14th day of March, in the year of 2010, at Los Angeles Adventist Academy in the City of Los Angeles, California; amended at the third annual Meeting of the Association on the 13th day of March, in the year of 2011, at Los Angeles Adventist Academy in the City of Los Angeles, California; amended at the fourth annual Meeting of the Association on the 11th day of March, in the year of 2012, at Ayres Hotel in the City of Hawthorne, California; amended at the fifth annual Meeting of the Association on the 10th day of March, in the year of 2013, at Los Angeles Adventist Academy in the City of Los Angeles, California; amended at the sixth annual Meeting of the Association on the 8th day of March, in the year of 2014, at Los Angeles Adventist Academy in the City of Los Angeles, California; and amended at the ninth annual Meeting of the Association on the 12th day of March, in the year of 2017, at Los Angeles Adventist Academy in the City of Los Angeles, California; and amended at the seventeenth annual Association Meeting on the 15th day of March, in the year of 2026, at Los Angeles Adventist Academy in the City of Los Angeles, California.

Janet Corbin, President,
Los Angeles Adventist Academy
Alumni Association

Cassandra Hudson-Johnson, Exec. Secretary,
Los Angeles Adventist Academy Alumni
Association