Highland High School Alumni Association

Draft document/bylaws

May 2025

**ARTICLE I. NAME AND PURPOSE**

**Section 1. Name.**

The name of the organization shall be the Highland High Alumni Association, Inc., hereinafter referred to as “the Association.”

**Section 2. Mission and Purpose.**

Highland High School Alumni Association connects past, present and future Rams by creating a true ‘Ram Fam’ – a community where alumni reconnect with Highland and one another, celebrate Highland traditions, and invest in current Highland students as they uncover their strengths, discover their interests, and reach their potential.

**The purposes of the association are to:**

* Support the mission of Highland High in helping all students develop the academic, social, emotional, and career skills necessary for success.
* Maintain a comprehensive database of Highland High School Alumni
* Develop a network of alumni class leaders.
* Plan and execute events designed to bring together alumni, students, and community.
* Share information about class reunions, alumni events, notable graduates, and news.
* Select and honor Highland High Hall of Fame members.
* Assist in meeting the needs of the school and its students.
* Support the goals and initiatives of the Highland Foundation
* Develop and maintain an alumni mentorship program for current students.

**Section 3. Status.** The Association is an independent organization that supports Highland High School. The Association shall be a non-profit organization in accordance with IRS Code 501(c)3, nonsectarian, noncommercial, and nonpolitical.

**ARTICLE II. MeMBERSHIP**

**Section 1. Alumni** – Membership is open to all individuals that attended Highland High School in Salt Lake City, including former and current staff.

**Section 2. Associate Membership** – Associate membership is available to parents or guardians of Highland High alumni. Associate members do not have voting privileges and may have certain limitations to association benefits.

**ARTICLE III. Leadership**

A Board of Directors responsible for organizing, overseeing, and guiding the work of its committees governs The Association. The Board promotes the school’s identity and reputation, fosters loyalty, and encourages involvement through regular communication and meaningful engagement.

**Duties of the Board:**

* Manage the affairs, funds, business, and property of the Association.
* Establish governing policies.
* Determine and support programs and services based on available resources.
* Act in the best interest of the Association and its members.

**Section 1. Board Eligibility** – Board members must be an alumni member with enthusiasm for the mission and the time and energy to engage alumni, students, faculty, and school leadership.

**Section 2. Board Composition & Terms**

1. **The Executive Board** shall consist of ten (10) officers who, along with their assigned duties, may provide direction for committee members.
   1. Chair – (Kevin Larsen) Leads the association its committees. Presides over all meetings, appoints members to fill vacant board positions and oversees the administration of association activities. Must be an alumnus.
   2. Post Chair – (Linda Dunn, Karen Hale) Facilitates leadership transition and manages nominations to fill positions within the organization.
   3. Chair Elect –Assists and shadows the chair in preparation for succession. Must be an alumnus.
   4. Administrative Assistant and Finance Officer – (Sue Proctor) Manages records, communications among the board and finances.
   5. Communications and Technology Chair – (Wendy Curtis) Manages the association website, digital platforms, communications with members and maintains the data base.
   6. History, Traditions and Runions Chair – (Jeff Proctor, Mindy M. Rich) Protects and promotes school history and traditions, supports reunions and alumni services and recruits class liaisons.
   7. Events Chair – (Charisse Theurer) Plans and manages alumni events including fund raising and homecoming activities.
   8. Student Focus Chair – (Linda Dunn, Max Wood, John Henderson) Connects students with alumni, through mentorship, career presentations and scholarship programs.
   9. Recognition Chair – (Karen Hale) Oversees the Hall of Fame process and manages awards and recognition events.
   10. Foundation Chair – (Sonal Kerr) Organizes and directs fundraising in support of school programs (is a Highland High School Foundation representative).
2. **Committees -** Each board chair may create a committee to support their body of work. Committee members must be alumni or associate members.
3. **Other Committees –** Additional or ad hoc committees may be formed as necessary.
4. **Terms of Office** – Board members shall serve a three-year term.

**ARTICLE VI. MEETINGS**

1. The Alumni Association Executive board will meet at least quarterly or more frequently at the discretion of the Chair. Committee members may be invited as needed.
2. Committees will meet separately to address specific tasks and responsibilities.
3. A quorum for voting consists of three-quarters of the respective members. All in attendance may vote.

**ARTICLE V. AMENDMENTS**

Proposed amendments to these by-laws must be submitted to the Executive Board at least ten (10) days prior to a scheduled meeting. Adoption of amendments requires a three-quarters majority vote of the present quorum is pass.

**ADDENDUM I. Performance Provisions**

1. **Attendance:** Board Members agree to attend all regular Alumni Association meetings, arrive on time, stay for the entire meeting, participate, and contribute to the efforts and discussions of the Board while present. Meetings are held on the first Wednesday of each month from 4:00 to 5:00 p.m. at Highland High. The specific location will be announced in a reminder email or text message.

Absence from three (3) regular meetings in a calendar year, without a Board-approved excuse, will be considered a resignation. A Board Member may request to attend via Zoom when they are unable to attend in person.

An excused absence from a regular Executive Board meeting does not include absences resulting from personal vacations or family emergencies. Absences excused will be at the discretion of the Board.

In the event a Board Member is unable to attend the Board meeting, the member is responsible for notifying the Chair and Administrative Assisant via email or text, indicating the reason for their absence. After receiving written notice, the Administrative Assistant will notify the member of their total excused and unexcused absences for the year.

1. **Performance:** Alumni Association Board Members serve voluntarily at the pleasure of the Board. Each member should be looking for a co-chair for the committee they lead. This co-chair will be prepared to take over when the Board Member's term ends.

Board Members will commit to fulfilling assignments accepted during Board Meetings, as evidenced by meeting notes. Board members will report on their progress at each Board Meeting.

Executive Board Members are expected to apply their talents and influence in the Alumni Community to advance the initiatives of the Alumni Association. Board members should be working to expand the Aluni’s membership to all potential Highland high Alumni. New members will be added to the Alumni database, and membership totals will be reviewed monthly.

Fundraising to support the mission of the Alumni Association is a responsibility of each member of the Board. A volunteer Alumni Board cannot operate without funding.