

POLICIES AND PROCEDURES

of the

Crown Point High School Alumni Association, Inc.

Effective August 28, 2024

Introduction

The purpose of this document is to set policies and procedures that are consistent with the mission of the Crown Point High School Alumni Association, Inc.

Protocol

A. Members of the Crown Point High School Alumni Association will review the policies and procedures annually. Any recommended revisions will be presented and voted on by the Board Members and its Lifetime Members.

B. The Crown Point High School Alumni Association Board Members may review and approve any changes to the policies and procedures at any time.

Conduct/Code of Ethics

A Code of Ethics and Conduct must be upheld by all CPHS Alumni Board Members and Lifetime Members. Our organization is committed to the highest possible ethical standards, and we encourage everyone associated to commit to acting in the best interest of the association and its mission. We are committed to:

- Acting responsibly and with integrity.
- Following not just the letter of the law, but the spirit of the law as well.
- Promoting financial accountability, transparency and best governance practices.
- Respecting the wide variety of individuals who support our mission through donations of their time, talent and money.
- Being responsible stewards of our organization, its mission, reputation and resources.
- Being open and honest in all of our dealings with both internal and external audiences.

This Code of Conduct applies to Board Members, Committee Members, Staff Members and volunteers. Consequences may be voted on by the Board Members and occur if not followed.

Our organization is an equal opportunity association and does not discriminate on the basis of race, color, religion, gender or national origin. We value the diversity of all people.

Annual Budget

The annual budget is designed and prepared to direct the most efficient and prudent use of the organization's financial resources. The following guidelines to be followed:

- The treasurer will present a monthly report of balances and expenditures within all checking accounts in the CPHS Alumni Association name. These reports will be approved by Board members.
- The annual budget is developed based on historical and projected costs for each event. Members will provide input into this annual budget.
- In the event that CPHS Alumni Association desires to add or expand programs, a budget amendment may be proposed. Members will recommend to the Board Members which must approve or deny additional programs or expansions.
- A Budget will be discussed and presented prior to each event. The purpose of adopting a budget at the beginning of each event is to allow time for members to provide input and establish appropriate reporting procedures.

Articles

1. Appointment of members of the board, shall be set forth in the corporation bylaws. The general membership shall be put on notice of said election provisions at least 60 days prior to the election. **Lifetime Members** have the privilege to appoint nominees and vote on Board Member elections.
2. The investment/dues to become a Lifetime Member of the Crown Point Alumni Association is **\$150.00**. **At the Boards discretion, new membership categories can be created to strengthen and promote the Alumni Association.**
3. Members of the current Board & **Lifetime Members** shall appoint the nominees to the incoming board in the month of April and shall serve a term of two years. **Two year terms start May 1st of election year.**
4. Any Board Member that has **three** unexcused absences from the regular monthly business meetings within a twelve-month period shall be removed from office. All excused absences shall be approved by the President. **The Association will have a meeting every month.**
5. The President may create, support and assign Board members to **chair committees** as it may deem necessary for the promotion or purpose of the Alumni Association. **It is recommended that every Board Member chair or actively participate on at least one committee.**
6. **Lifetime Members can access member names and emails of CPHS Alumni Association Lifetime Members on-line at www.cphsalumni.org.**

CPHS Alumni Association Scholarships

The following are the current scholarships awarded by the CPHS Alumni Association and the dollar value of each scholarship. At the Board Members discretion, they can increase or decrease the dollar value of their scholarships. They may also elect to add, eliminate or rename scholarships after review of the annual budget.

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|--|----------------------|
| • CPHS Alumni Association Portrait of a Graduate | \$1500.00 |
| • CPHS Alumni Association Portrait of a Graduate | \$1500.00 |
| • CPHS Alumni Association Bulldog Underdog | \$1500.00 |
| • CPHS Alumni Association/Theodore W. Smith Art | \$1200.00 +/- |

CPHS Alumni Association Alumni Hall of Fame Nomination Requirements

Applications close on December 31st

1. Self-nominations will not be considered.
2. We will not limit the amount of applicants a nominator may nominate.
3. Nominees must have attended a **Crown Point Community School Corporation School**.

CPHS Alumni Association Teacher Hall of Fame Nomination Requirements

Applications close on December 31st

1. Nominees must be **retired**.
2. The Individual making the nomination shall complete the appropriate application.
3. Others who wish to support the nomination may do so through **Letters of Support**.
4. Nominee must have **taught at a Crown Point Community School Corporation School**.
5. Teachers **can** nominate other teachers.
6. Nominees **can** be an immediate family member to the person making nomination.

CPHS Alumni Association Staff Hall of Fame Nomination Requirements

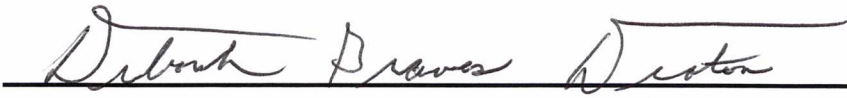
Applications close on December 31st

1. Nominee must be retired.
2. The individual making the nomination shall complete the appropriate application.
3. Others who wish to support the nomination may do so through Letters of Support.
4. Nominee must have been employed at a Crown Point Community School Corporation School.
5. Staff can nominate other staff.

These Policies and Procedures were reviewed & accepted by a unanimous vote of the Board Members on August 28th, 2024.



President 8/28/24
Date



Vice President 8-28-24
Date



Secretary 8/28/24
Date



Treasurer 8/28/24
Date



Retired Teacher Board Member 8/28/24
Date



Board Member At Large 8/28/24
Date



Board Member At Large 8/28/24
Date



Board Member At Large 8/28/24
Date

Board Member At Large Date