CONSTITUTION AND BYLAWS
FAIRMONT HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION, INC.

PREPARED
BY

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CONSTITUTION

I. NAME

The name of the Corporation will be the Fairmont Heights High School Alumni Association, Inc. (FHHSAA, Inc.), hereby referred to as the Corporation. The Corporation was reconstituted in 1985, and was formally incorporated with the filing of the Articles of Incorporation with the state of Maryland in 2005, Department ID: D10551067.

II. PURPOSE

A. To advance the welfare of Fairmont Heights High School.
B. To establish, encourage, and maintain a mutually beneficial relationship between the school and its' alumni.
C. To keep alumni informed concerning their alma mater - its problems, needs and progress toward the realization of its goals.
D. To promote continued educational development through meaningful contributions toward scholarships and awards.
E. To assist with the welfare of the school program.
F. To serve and enhance the development of the school, its' students, fellow alumni, and friends of the school.

III. ORGANIZATIONAL STRUCTURE

The organization shall consist of the Board of Directors, Committees, and members.

A. BOARD OF DIRECTORS

1. Shall consist of the elected President, First Vice President, Second Vice President, Secretary, Financial Secretary, and Treasurer, the appointed Historian, Media Specialist, Chaplain, Sgt-at-Arms, and committee Chairpersons.
2. Elected officers shall be elected to serve 4-year terms and may be re-elected.
3. Terms of elected officer begin on July 1, following election in June of the same year.

B. COMMITTEES

1. Board of Directors approves the need for a committee.
2. Board of Directors outlines the purpose, tasks, and responsibilities of committees.
3. President recommends and the Board of Directors approves the committee chairperson.
4. Chairpersons can be removed by the Board of Directors.

C. MEMBERS

1. Membership in the Corporation shall be defined as:

   a. Active members are those who have established their membership through current status under the Bylaws.
   b. Active members have a voice and vote in all general membership and committee meetings.
   c. Graduates, who can become Active Members.
   d. Former students, who can become Active Members.
   e. Past and present faculty and staff of Fairmont Heights High School, who can become Active Members.
   f. Honorees, parents of former students, individuals, donors, organizations, and businesses, who have or wish to contribute or assist the Corporation will be non-voting participants.
   g. Non-active members can have a voice in general membership meetings of the Corporation and committees, but cannot vote in either.

2. All members of the Corporation shall abide by the Constitution and Bylaws.

3. To be eligible for an elected office, a member must be an active member and have attended at least 75% of the general membership meetings within the previous twelve (12) months prior to the election.

D. An officer can be removed from office after missing three consecutive meetings without a legitimate excuse accepted by the Board of Directors.

E. A vacancy in a position shall be filled by a majority vote of the Board of Directors. The newly appointed officer will complete the term of the officer being replaced and then the position will be up for election at the end of the term.

IV. DISSOLUTION

At such time, if and when, (FHHSAA, Inc), the Board of Directors votes to dissolve the Corporation (FHHSAA,Inc), the assets of the Corporation, physical items, and bank balances shall be transferred to a designated entity.

V. AMENDMENTS

A. The Constitution of the Corporation may be amended, repealed or altered in whole or in part by a majority of the votes at any regular general Corporation membership meeting, provided notice of the proposed amendments has been given. Notice must be given at least 30 days prior to the general Corporation membership meeting.

FAIRMONT HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION, INC.
BYLAWS

These Bylaws contain the basic rules of conduct for the Fairmont Heights High School Alumni Association, Inc., hereby referred to as the Corporation, business, and affairs. They also contain any provisions for managing the business and regulating the Corporation's affairs. Details of how the Board of Directors and Committees operate are contained in the Standard Operating Procedures (SOP) approved by the Board of Directors.

ARTICLE I - POLICIES

SECTION 1: The Corporation shall not seek to direct the administrative activities or control the policies of the school (Fairmont Heights High School).

SECTION 2: The Corporation shall cooperate with other organizations and agencies active in the cause of promoting the school's program.

ARTICLE II - COMMUNICATIONS

SECTION 1: The Corporation will maintain a website and other social media, that has a large quantity of information pertaining to the Corporation.

SECTION 2: The website and social media will be maintained and updated regularly.

SECTION 3: Members should visit the sites to obtain current information regarding meetings, events, and other pertinent information.

SECTION 4: The website is the primary way in which the Corporation keeps members informed with shared information.

SECTION 5: The newsletter is prepared and distributed in February of each year.

SECTION 6: The newsletter shall be emailed to all members who have an active email address on file with the Membership Committee.

SECTION 7: Any member without an email address must submit to the Corporation in writing that they want to receive communications via mail or text and have provided a valid mail address and cell phone number.

SECTION 8: No notices or other information will be mailed to members unless the member requests in writing.

SECTION 9: Emails and/or text messaging, if available shall be used in addition to the website to share information that is of short notice.

ARTICLE III - FUNDING

SECTION 1: Funding Sources

a. Memberships
b. Donations for specific uses
c. Donations without any specific uses
d. Fundraising sponsored by the Corporation

SECTION 2: Use of Funds

a. Operating expenses of the Corporation.
b. Scholarships to students of FHHS.
c. Support of educational activities, teams and organizations of FHHS.
d. Recognition of students (past and present) and those individuals and organizations who support FHHS and the community.
e. The use of fundraising funds are determined and approved by the Board of Directors.

ARTICLE IV - MEETINGS

All meetings can be held electronically and in-house.

SECTION 1: Quorums for Meetings

a. Board of Directors - majority of elected members, appointed officers (optional), and a majority of the Committee chairpersons.
b. General Meetings including Annual Meeting - majority of the Board of Directors and at least 5 active members.

SECTION 2: Voting at Meetings

a. Board of Directors - Voice, show of hands and ballots (paper or electronic).
b. General Meetings - Voice, show of hands and ballots (paper or electronic).
c. General Meetings for Constitution and Bylaws changes and Election of Officers - Voice, show of hands, ballots, electronic and mailed ballots received at least 7 days prior to the meeting.

SECTION 3: Board of Directors

a. Shall meet monthly, except July and August.
b. Receives, discusses, and accepts reports.
c. Discussions, decisions, motions, and votes are recorded.

SECTION 4: General Meeting

a. Shall meet monthly, except July and August, unless called for by the President
b. Comments and/or suggested agenda items shall be submitted by active members in writing 10 days prior to the general Corporation meeting.
c. The annual meeting of the Corporation shall be held in the month of June.
d. All motions for approval should be properly presented, moved, seconded and amended, if necessary, with a majority vote carrying the motion.
e. Discussions, decisions, motions, and votes are recorded.
f. Meeting is not official, if there is no quorum.

ARTICLE V - ELECTIONS

SECTION 1: Election of elected officers shall take place every four (4) years in June of the election year.

SECTION 2: The President will appoint the Nominations/Elections Committee in September preceding the year of the election.

SECTION 3: To be considered for a position on the Board of Directors, a member must be an active member as of January 1 of the election year, and have been active for at least the previous twelve (12) months, and must have attended at least 75% of the monthly meetings over the previous 12 months.

SECTION 4: Any active member seeking to be nominated for an elected position must notify the Nominations/Elections Committee by the 2nd Tuesday in January of the election year.

SECTION 5: Nominations/Elections Committee shall prepare the ballot with instructions for voting. Send to all active members by March 31st, who are active as of February 15th of the election year.

SECTION 6: All ballots must be received via mail or electronically by midnight on the 2nd Tuesday in May in the year of the election.

SECTION 7: Nominees must remain active throughout the election process, if not they are disqualified for holding the office they are seeking.

SECTION 8: Officers elected must remain Active Members for their tenure in office.

SECTION 9: There shall be no Write-ins on ballots.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1: The duties of the officers shall be as follows:

a. President shall:
   (1) preside at all meetings.
   (2) appoint chairpersons.
   (3) approve updates to website, and other media.
   (4) represent the Corporation at all meetings, and events of other entities.

b. First Vice President shall:
   (1) serve in the absence of the President.

c. Second Vice President shall:
   (1) serve in the absence of the President and First Vice President.

d. Secretary shall:
   (1) record minutes of all meetings and maintain the minutes in an orderly fashion.
   (2) perform such other duties as may be delegated by the President.
   (3) handle all correspondence of the Corporation.
   (4) send out notices of the meetings and other information.
   (5) receive and maintain files of all committee reports.
   (6) prepare annual newsletter (January/February).
   (7) use Membership Masterfile.

e. Treasurer shall:
   (1) have custody of all funds of the Corporation.
   (2) keep an accurate account of receipts and expenditures.
   (3) make disbursements approved by the Board of Directors.
   (4) make reports at designated times and annual report at the general meetings.
   (5) prepare tax reports.

f. Financial Secretary shall:
   (1) assist the treasurer
   (2) keep full financial reports, accurate account of all receipts, expenditures and collect monies and give a financial report to Board of Directors as needed.
   (3) prepare budget.
   (4) tracks income and expenditures versus budget.

g. Chaplain shall conduct devotion portion of the meetings and events.

h. Historian shall:
   (1) be the Chairperson of the Historical Committee.
   (2) maintain all historical records of the Corporation.
   (3) coordinate a historical committee to obtain and maintain the history of the school (FHHS).
   (4) maintain intern program.

i. Media Specialist shall:
   (1) maintain website and social media.
   (2) handle electronic communications.

j. Sgt-at-Arms:
   (1) maintains order at all meetings.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1: The Board of Directors shall be comprised of all elected and appointed officers of the Corporation, and chairpersons of all committees.

a. The duties of the Board of Directors shall be:
   (1) transact necessary business of the Corporation.
   (2) review and approves all contracts.
   (3) President sign all contracts.
   (4) make recommendations to the general body.
   (5) meet monthly or by call meeting of the President.
   (6) fill elected offices when a vacancy occurs by appointment, except that of President.
   (7) allow the Nomination/Elections Committee complete autonomy and independence during elections process.

b. The Board of Directors may include two (2) students from the Fairmont Heights High School student body.
   (1) Two non-voting students shall be members of the Board of Directors.
   (2) The students will be able to attend Board of Directors meetings.
   (3) They will be able to participate in the meetings, learning about the Alumni, however, more importantly providing input and insight as to how the Alumni Association can be more helpful to the students and school.
   (4) One Student must be a graduating senior and will serve until graduation.
   (5) One Student must be a junior and may serve one year and may be selected to serve their senior year until their graduation.
   (6) Students will be expected to attend 50% of the meetings which are normally held monthly between September through June during the school year.

ARTICLE VIII - COMMITTEES

SECTION 1: Committees shall be established by the Board of Directors to conduct specific functions of the Corporation, which are agreed to by the Board of Directors and committee chairperson, and are outlined in the Standard Operations Procedures (SOP) document.

SECTION 2: Chairpersons are members of the Board of Directors, whose meetings they shall attend.

SECTION 3: Chairpersons shall have committee meetings as needed.

SECTION 4: All committees shall be accountable to the President and Board of Directors. Once a committee receives approval to proceed with an event or project, any major changes including deviation, and spending from the approved plan would have to be presented for approval in writing to the Board of Directors.

ARTICLE IX - DUES

SECTION 1: Dues of this Corporation shall be collected on the anniversary date of the member.

SECTION 3: Membership dues can be revisited periodically to determine if an increase or decrease is warranted.

ARTICLE X - FINANCIAL MATTERS

SECTION 1: There shall be two persons to sign checks inclusive of the treasurer, financial secretary and president. This should not include family members or significant others.

SECTION 2: All Board of Directors shall be bonded.

SECTION 3: A budget shall be established and approved annually.

ARTICLE XI - PARLIAMENTARY AUTHORITY

SECTION 1: The organization shall be governed by Roberts Rules of Order, revised edition, in all cases which are applicable and are not inconsistent with the Bylaws of the organization.

ARTICLE XII - AMENDMENTS

SECTION 1: Bylaws of the Corporation may be amended, repealed, or altered in whole or in part by a majority of the votes at any regular general Corporation membership meeting, provided notice of the proposed amendments has been given. Notice must be given at least 30 days prior to the general Corporation membership meeting.

FAIRMONT HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION, INC.

Certification of Ratification of the Constitution
and
Bylaws of the Fairmont Heights High School Alumni Association, Inc.
by a
Constituent Corporation

We hereby certify that the Fairmont Heights High School Alumni Association, Inc. has officially ratified the Constitution and Bylaws of the Fairmont Heights High School Alumni Association, Inc. at a meeting of this Corporation on June 16, 2026.

Diane Sharp
Diane Sharp, Secretary

Joan Crowder
Joan Crowder, President

June 16, 2026
Date

A COPY OF THE CONSTITUTION OF THE CLUB OR ASSOCIATION SHOULD ACCOMPANY THIS FORM TOGETHER WITH THE NAME, ADDRESS AND YEAR OF AT LEAST TEN (10) ALUMNI WHO ARE ORGANIZING MEMBERS OF THE ORGANIZATION.

1. Janice Carter Wilkins - '62
2. Theresa Tabron Jennings - '60
3. Lavata W. Wood - '58
4. Elizabeth Gordon - '52
5. Garnelle Dent - '65
6. Jeraldene Marshall Shorter -'63
7. Anne Moore - Faculty
8. David Minor - '65
9. Camille Jones - '72
10. Jean Fletcher Neal - '63
11. Mary Brown McKinney - '63