

Los Angeles Adventist Academy Alumni Association Constitution and By-Laws

Adopted on March 15, 2009.

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

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 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.
- 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, 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

The membership of the Association shall consist of the following:

- A. Regular voting members shall be Charter members, and any graduates or former students of the Watts/Wadsworth School, Los Angeles Junior Academy, Los Angeles Academy, Lynwood Elementary School, Lynwood Adventist Academy, Los Angeles Union SDA School and/or Los Angeles Adventist Academy who have paid the required membership fees.
- B. Associate members (non-voting) shall be those persons who desire to support the Association and its efforts through being affiliated with the Association, and indicate that desire in writing or some other appropriate manner that is officially authorized and accepted by the Association.

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- C. Charter members are those persons who paid the required one-time charter member fee of \$100.00 in 2009 prior to the official chartering of the Association (this includes those individuals who pledged \$100.00 at that time, and honored that pledge at some time prior to the annual meeting of the Association in 2010); these persons shall forever be recognized as Charter members of the Association, and shall be Regular voting members for life.
- D. The required one-time membership fee for Regular voting members shall be \$100.00; once paid, these persons shall be Regular voting members for life.
- E. Graduates of LAAA from the high school graduating class of 2009 and all future high school graduating classes after that shall be extended the opportunity to become Regular voting members of the Association for ten years until July 1 of the tenth year following their high school graduation from LAAA; after which time, they will be required to pay, or to have paid, the required one-time membership fee of \$100.00 to continue to be Regular voting members of the Association for life.

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 meeting of the Association shall be held during Alumni Homecoming Weekend on Saturday night after sunset, or on Sunday. The Executive Board shall determine the specific day, date and time of the annual meeting of the Association within the aforementioned constraints.

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A. At least two meetings of the Executive Board as defined under Article VIII—Executive Board shall be held prior to the annual Alumni Homecoming.

1. A number of voting Executive Board members equal to a majority of the current elected officers of the Association shall constitute a quorum for the transaction of business. 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.
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) review and accept the minutes of the meeting of the Association subject to ratification by the Association, and recommend ratification of the accepted minutes by the Association, (e) 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.

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- B. The meeting of the Association shall be held annually in conjunction with Alumni Homecoming Weekend.
1. The purpose of this meeting shall be to (a) review and ratify the minutes of the 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 President, Vice President, Executive Secretary, Treasurer, and Membership Secretary 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 meeting of the Association, and in even-numbered years, to nominate and elect regular voting members to serve as Members-At-Large of the Executive Board 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 meeting of the Association, and (g) receive information on the state of Los Angeles Adventist Academy from the administration of the school.
 - a. Members of the Association are to be notified at least thirty (30) days in advance of any meeting of the Association.
 - b. A majority of the regular voting members present at the beginning of the meeting shall constitute a quorum for a meeting of the Association.

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- c. 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 VI—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 VII—Elected Officers

- A. The elected officers of the Association shall be a President, Vice President, Executive Secretary, Treasurer, Membership Secretary and ten members-at-large; all of whom shall be regular voting members of the Association. Each elected officer shall hold office for two years. The term shall end on July 1 of every odd-numbered year for the President, Vice President, Executive Secretary, Treasurer and the Membership Secretary; and the term shall end on July 1 of every even-numbered year for the members-at-large. 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.
- B. The election of the President, Vice President, Executive Secretary, Treasurer and the Membership Secretary shall take place at the annual meeting of the Association 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 meeting of the Association 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 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

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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.

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) 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.

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March 8, 2014; and March 12, 2017.**ARTICLE VIII—Executive Board**

The Executive Board shall consist of the elected officers: President, Vice President, Executive Secretary, Treasurer, Membership Secretary and ten members-at-large; the Immediate Past 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. The person who was serving as President on June 30 when the last term of office ended for the President shall be the Immediate Past President. Additionally, the Senior Class President and the Student Body President shall serve as non-voting members of the Executive Board.

ARTICLE IX—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. Executive 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, present the minutes of the meetings of the Association and the Executive Board to the board for acceptance, present the accepted minutes of the meetings of the Association to the Association for ratification, 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, attend to the incoming and outgoing correspondence of the Association, 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, receive and properly receipt and record all funds coming into the possession of the Association, promptly deposit all funds of the Association into the Association's account, continuously monitor the current budget and regularly submit quarterly reports to the Executive Board on the status of the budgeted and actual income and expenditures of the Association, present a full financial report at the annual meeting of the Association, maintain financial records of the Association, 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), regularly submit quarterly reports to the Executive Board on the status of deposits and checks/withdrawals and current account balances of the Association account(s), provide financial updates to the Executive Board at every regular Executive Board meeting and as needed, and perform other duties as assigned by the Executive Board and accepted by him/her.
- E. Membership Secretary: Shall attend the meetings of the Association, attend the regular meetings of 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 and keep those records updated and secure, ensure that all membership applications and requests are

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processed properly, receive and properly receipt and record all membership fees, promptly transmit all funds coming from membership fees to the Treasurer in return for a proper receipt, present a full membership report at the annual meeting of the Association, regularly submit a report on the status of membership to the Executive Board every quarter, provide membership updates to the Executive Board at every Executive Board meeting and as needed, 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 X—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. All financial expenditures and withdrawals of the Association shall be authorized by the signatures of the President or Vice President, and the Treasurer based on the approval or authorization of the Association or the Executive Board.
- C. A full financial report shall be presented at the annual Association meeting.
(Refer to Article V-B-1)

ARTICLE XI—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.

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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.

David C. Love, President,
Los Angeles Adventist Academy
Alumni Association

Christine Davis, Executive Secretary,
Los Angeles Adventist Academy
Alumni Association