

1983

## **April First Constitution and Bylaws**

Kenneth Shaw

April, 1983

Dear Alumni and Friends:

Spring has finally come! How refreshing it is to see the dogwood and redbud trees blooming and to see the beautiful flowers again. It reminds me of the good times I had in Dr. McNeilus' Biology class when we used to go on field trips identifying wild flowers.

We promised that we would send you the constitution that we have implemented for the Little Creek Alumni Association. As you read through the constitution you will see that the association will have five officers: President, vice-president, executive-secretary treasurer, general-secretary treasurer, and historian. To fill these duties until October of this year, we have asked: the president-elect, Kent Williams, to hold the office of vice-president; Rogene Godge to maintain her office as executive-secretary treasurer; Loren Rieseberg to become general secretary-treasurer; and Janice (Williams) Carlson to be our historian. We appreciate their willingness and desire to help make this association a success. Our new vice-president, Kent Williams will be writing our May letter. In working with him this past year, I see he has a real interest in Little Creek and a deep desire to make this alumni association successful.

Good news on the chair project. You have helped bring the total to \$610.00. This is the equivalent of about 9 chairs. Seven chairs are already being enjoyed on the front lawn. We lack just a little having enough to get two more. Thanks so much for being a part of Little Creek! Our goal is \$700.00 or a total of 10 chairs by graduation. Let's make our goal possible.

Sincerely,



Kenneth Shaw  
Alumni Association President

rg

Graduation this year is May 29.

CONSTITUTION AND BYLAWS OF THE  
LITTLE CREEK ACADEMY ALUMNI ASSOCIATION

Preamble

We, the members of the Little Creek Academy Alumni Association, are united by a strong common bond and wish to foster the interest of the school and continued friendship which we desire to sustain by organizing as an association to promote social activities.

Article I

Name

Section 1. The name of this association shall be Little Creek Academy Alumni Association.

Article II

Purpose

Section 1. The purpose of this association shall be:

- (a) To strengthen Little Creek Academy as a center of character building and scholastic training.
- (b) To foster a continuing development of spirituality, loyalty, and fellowship among the students, graduates, and staff of the school.
- (c) To compile and maintain a history of Little Creek Sanitarium and Academy.
- (d) To keep the graduates in touch with each other and recognize their distinguished service in any field.

Article III

Membership

Section 1. Membership of the association shall consist of five classes:

- (a) Regular - Shall consist of those who have received a diploma from Little Creek Academy
- (b) Associate - Shall consist of those who are or who have been staff or board members of Little Creek Academy.
- (c) Junior - Shall consist of those who have attended Little Creek Academy for one year or more and have made known their desire for membership.
- (d) Honorary - Shall consist of those who have been recommended by the Executive Committee and elected to membership by the association.
- (e) Active - Shall consist of those regular, associate, junior, and honorary members who have paid their annual dues.

Section 2. Voting members shall consist of regular, associate, junior and honorary ACTIVE members.

Section 3. Office Holding members shall consist of ACTIVE regular and associate members.

Article IV

Administration

Section 1. The association shall be administered by an Executive Committee which shall consist of seven members:

- (a) Association President, Vice President, General Secretary-Treasurer, Executive Secretary-Treasurer, Academy Principal, Little Creek President, and Historian.

Section 2. The Executive Committee shall have such powers and duties as are prescribed by this constitution, shall determine all questions of policy, and within the provisions of this constitution shall act with full authority and power for the association between annual meetings.

Article V

Dues

- Section 1. Annual dues shall be determined by the Executive Committee and used to help defray the cost of annual functions, business meetings, and operating expenses of the association.
- Section 2. College students members' annual dues will be one-half of the regular annual dues.

Article VII

Association Meetings

- Section 1. The association shall hold an annual alumni weekend, annual dinner, and business meeting the last weekend of October each year unless stated otherwise by members of the business meeting.
- (a) Members of business meeting - Shall consist of all members of the association present at the annual business meeting.
- Section 2. Notice of the time and place of this meeting and weekend activities shall be mailed to each member at least two weeks before the date of the meeting.
- Section 3. Announcement of the Nominating Committee's recommendations for new officers shall be made at this meeting and approved by the members of the business meeting.
- Section 4. Special meetings of the members may be held at any time on call of the President or the Executive Committee by giving two-week advance written notice to members.
- Section 5. A quorum shall consist of the members present at the annual dinner and business meeting and at duly called meetings.

Article VIII

Procedure

- Section 1. At all meetings of the association, the President, or in his/her absence the Vice President or, in the absence of both the President and the Vice President, an association member chosen by the members shall serve as presiding officer. The association secretary or, in their absence, a person appointed by the presiding officer shall keep a record of the proceedings.

Article IX

Election and Term of Officers

- Section 1. Election of Officers - Annually, the members will elect 5 new officers; each is elected for a term of one year. Any ACTIVE regular or Junior member is eligible for election to the office of President, Vice President, General Secretary-Treasurer, Executive Secretary-Treasurer, and Historian.
- (a) Each officer may be reelected an unlimited number of successions.
- Section 2. Election Procedure - The Nominating Committee shall select a candidate (one for each of the 5 offices).
- Section 3. Candidate Approval - The candidates will be presented to the membership at the annual business meeting for approval. The majority of members present of an affirmative vote are required for approval.
- Section 4. Not more than one member per family shall be elected to hold office, unless otherwise approved by the majority of members.
- Section 5. Any officer may resign by submitting his resignation to the Executive Committee.
- Section 6. If a vacancy should occur in any of the offices, the remaining officers may elect a successor to serve the unexpired portion of the term.

Article X  
Duties of Officers

- Section 1. President - To preside at all meetings of the association and the Executive Committee; to issue calls for special meetings; to call meetings of the Executive Committee; to speak to graduating class each year on the aims and objective of the association; and to perform all other such duties.
- Section 2. Vice President - It shall be the duties of the Vice President to perform the above duties in the President's absence and to assist the President in his duties.
- Section 3. General Secretary-Treasurer - It shall be the duties of the General Secretary to attend all meetings of the association and the Executive Committee and to make a permanent record of these meetings, to prepare and read reports at various meetings of the association, to file copies of all minutes with the Executive Secretary, and to raise money for the association.
- Section 4. Executive Secretary-Treasurer - To be custodian of copies of the records of all meetings of the association and the Executive Committee; to notify all members elected or appointed to an office or a committee; to maintain an up-to-date address list of alumni; to maintain an up-to-date copy of the Constitution and Bylaws; to mail monthly letters to the alumni; to collect dues; to keep an accurate record of all financial transactions; present financial statement to business and executive meetings.
- Section 5. Historian - Collect and preserve historical data pertaining to Little Creek.

Article XI  
Committees

- Section 1. Executive Committee - Shall consist of 7 members: President, Vice-President, General Secretary-Treasurer, Principal of Little Creek, President of Little Creek, Historian, and Executive Secretary-Treasurer.
- Section 2. Nominating Committee - Shall be selected by the Executive Committee at least four weeks before the annual business meeting.
- (a) Members of the Nominating Committee shall have five members consisting of the President, Vice President of the Association, Academy Principal, and two from members at large.
- Section 3. Other Committees
- (a) The President shall be empowered to appoint such other committees as are necessary to carry out the functions of the Alumni Association, such as a Gift Committee or Finance Committee, etc.
- (b) All appointed committees shall continue to serve until discharged by the Executive Committee or the President.

Article XII  
Signatures and Endorsements of Notes, Checks, Etc.

- Section 1. All checks of the association shall be signed by the Treasurer. Checks exceeding \$500.00 must be countersigned by the President or by an officer or person authorized by the Executive Committee. All notes, bonds, and other promises to pay money shall be signed by each member of the Executive Committee. No officer or other person shall be authorized to sign a check or order payable to him or herself.

Article XIII  
General Liability

- Section 1. No officer, committee member, member of the Alumni Association, or other persons shall contract or incur any debt in behalf of the association or in any way render it liable unless authorized by the Executive Committee. No officer, committee member, member of the association, or other person is authorized to promise in behalf of the association moral or financial support or aid to any charitable other organization without the approval of the Executive Committee or by vote of the members. No member of the association, officer or otherwise, shall be personally liable for any act of the association, its Executive Committee members, or officers.

Article XIV

Miscellaneous

Section 1. It shall be the duty of all members to keep their correct addresses with the Executive Secretary at Little Creek.

Article XV

Amendments and Changes

Section 1. Bylaws may be repealed, altered, or amended by a majority vote of the association members at any annual business meeting or at any special meeting, provided notice of the proposed repeal, alteration, or amendment is specifically included in the notice of the meeting.