

BYLAWS OF EAGLE WAY HALL OF FAME

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME: The name of the organization shall be *Eagle Way Hall Of Fame*, which is overseen by the Eastwood Alumni Association organization. The organization address is located at 3241 Sugar Ridge Road Pemberville, Ohio, 43450.

Section 2: DESCRIPTION: Eagle Way Hall Of Fame (EWHOF) is a non-profit organization that exists for charitable and educational purposes, including the donation of plaques to Eastwood High School to be placed in a hall of honor and distinction.

Section 3: PURPOSE: The purpose of the EWHOF is to enhance and support the educational and community experience; to develop a closer connection between school and community by encouraging community involvement and school participation through volunteer and financial support. The purpose of the EWHOF is to also establish an Alumni data base, and honor distinguished Alumni and citizens of the community. EWHOF may also enhance the school district funding for projects.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of our school students, plus school staff and community members in the Eastwood School District. Executive Board and members at large, elected by the Executive Board have voting privileges. The maximum number of members at large shall be limited to three (3).

Attendance

The executive committee has the responsibility to insure the attendance of the members of the committee. Membership meetings will normally be held in February, March, April, May, and the summer and fall months as needed to prepare for the annual induction ceremony.

Voting Requirements

In order for a committee member to vote on the specific year's nominees, he/she must attend two of the three required membership meetings before election.

Number of Inductees/Individuals/Families/or Teams

Classes may include up to seven inductees.

Advisory Committee

- a. All members of the Hall of Fame who have been enshrined will become members of the Advisory Committee. Those in the immediate area shall be notified /invited to all meetings and take part in discussions, but will not have voting privileges. All enshrined members of the Hall of Fame will be invited back each year to be part of the Hall of Fame Induction Ceremony.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Office positions can be shared.

Section 2: TERM OF OFFICE - There is no set term for officers. Any vacancies will be assigned by the president or presiding officer.

Section 3: QUALIFICATIONS – Any community member in good standing may become an officer of the EWHOF. To be in Good Standing, he or she must have attended two of the three required meetings before elections.

Section 4: DUTIES –

Executive Board – Develop the EWHOF annual budget, establish and oversee committees to conduct the work of the EWHOF, establish fundraising programs, approved by majority vote of the Board, unbudgeted expenditures of no more than \$100.00.

President – Preside at meetings and Executive Board meetings, serve as the official representative of the EWHOF, and retain all official records of the EWHOF.

Vice President – Oversee the committee system of the EWHOF, assist the President and chair meetings in the absence of the President.

Secretary- Record and distribute minutes of all Executive Board meetings, prepare agendas of official EWHOF meetings, hold all historical records for the EWHOF. Manage communications and marketing for the EWHOF including, but not limited to newsletters, email broadcasts, website.

Treasurer- Serve as custodian of the EWHOF finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS- The Executive Board shall meet monthly or at the discretion of the President.

Section 6: REMOVAL- An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY- If a vacancy occurs on the Executive Board, the President or presiding officer shall appoint a Community member to fill the vacancy.

ARTICLE IV – MEETINGS

Section 1: GENERAL EWHOF MEETINGS- General EWHOF meetings shall be held to conduct the business of the EWHOF. Meetings will normally be held in February, March, April, May , and the summer and fall months as needed to prepare for the annual induction ceremony as deemed necessary by the President.

Section 2: VOTING – Each member in attendance at an EWHOF meeting and meets the membership criteria is eligible to vote, one vote per person. Absentee or proxy votes are not allowed.

Section 3: BANKING- All funds shall be kept in a savings/checking account in the name of Eagle Way Hall Of Fame, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING- All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the executive board. The EWHOF shall arrange an independent review of its financial records each year by an outsourced auditing firm.

Section 4: CONTRACTS – Contract signing authority is limited to the President and one other officer designated by the President.

ARTICLE V – CRITERIA FOR NOMINEES

Nominations

- a. An advertisement will be prepared for the newspaper and inserted in the fall sports and winter sports programs. Forms will also be available in the high school office. Additionally, nomination forms can be downloaded from the school website.
- b. All candidates must be nominated on an official nominating form.
- c. The contribution of the individual must be outstanding, leaving no question as to the recipient inclusion in the Hall of Fame.
- d. Any nominee not gaining induction will be put in an active file for the following year. If a nominee is not selected after three (3) years, the nominee will become inactive. The nominee can become active again if a new nomination form is submitted.

Section 1: Nominees should meet the following criteria:

- a. Have outstanding contributions to the honor of the Eastwood High School district directly or indirectly, or have contributed to the community at large
- b. These nominees can be non-alumni or post-alumni of three (3) years
- c. Perspective nominees need to submit a form which must be received by the committee by the date stated on the form. The nomination form must be completely filled out. No partial form will be accepted. Nomination forms will be kept and reviewed for three (3) years

ARTICLE VI – BYLAWS AMEDEMEMENTS

Amendments to the bylaws may be proposed by any EWHOF member. Amendments presented at a EWHOF meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII – DISSOLUTION

In the event of dissolution of the EWHOF, any funds remaining shall be donated to Eastwood Schools.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on _____.

BYLAWS OF THE ALUMNI ASSOCIATION OF EASTWOOD HIGH SCHOOL

Article I – Name, Description, and Purpose

Section 1: Name

The name of this Association shall be the Alumni Association of Eastwood School District (AAESD). The Association address is: Administration building, c/o Alumni Association, 4800 Sugar Ridge Rd., Pemberville, Ohio 43450.

Section 2: Description

The Association may also serve as an advisory body over certain alumni committees including, but not limited to, the Eastwood Eagle Hall of Fame.

Section 3: Purpose

The purpose of the Association is to promote the education process and environment in the Eastwood School District and to establish an Alumni data base, and honor distinguished alumni and citizens of the community. It may also enhance the school district funding for projects.

Article II – Membership

Section 1: Membership

Membership shall be granted to any alumni or non-alumni who meet the criteria for membership. The criteria is as follows.

Section 2: Criteria for membership

- A. Dues: \$20 for alumni lifetime membership
\$50 for non-alumni lifetime membership
- B. Age: Members shall be 18 years of age or older.
- C. He or she may be an alumni or non-alumni of Eastwood school district

Article III – Voting privileges:

Section 1: To vote, a member must be an Eastwood graduate.

Amendment: Any member of the Alumni Association may vote. ***Amendment date 11/30/16***

Article IV – Frequency of meetings

Section 1: The meetings will be held annually or on an “as needed basis” for the purpose of proper functioning of the Association, committees, or organizations.

Article V – Fund raising

Section 1: Events may be organized and performed by the Association, sub-committees, or organizations. The funds raised shall be placed in the Association account or in the subcommittee or organization accounts. Audits of the accounts may be performed at any time or designated times upon the discretion of the members or the Association executive board. Audits are not to exceed more than one every year or as deemed necessary by the executive Association board.

Article VI – Newsletter

Section 1: The newsletter of the Alumni Association may be placed in the Eastwood School Eagles Eye newspaper and/or placed on the Eastwood website.

Article VII – Executive Board of the Alumni Association

Section 1: The executive board will be composed of the following officers: president, vice- president, treasurer/secretary, or treasurer and secretary.

Section 2: The executive board will be nominated for each position, and voted by the qualified membership in attendance at the February meeting. At the annual meeting of the Association nominations for any vacancy on the executive board shall be taken from voting members. After nominations are closed, the voting members in attendance shall vote on the nominees for each vacant office, with the person obtaining the most votes being elected to serve.

Section 3: The length of term for the board members will be 4 years.

These bylaws were adopted on _____ November 18, 2013 by Eastwood Board of Education ____.

