**PHILLIPS/BRICKS ALUMNI ASSOCIATION**

**CONSTITUTION BY-LAWS**

**REVISED April 2016**

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**PREAMBLE**

 We, former members of the Phillips/Bricks Schools, hereafter referred to as the Phillips/Bricks Alumni Association of Rocky Mount, North Carolina, being united upon a common intent, embodying inspiration, scholarship and school spirit, founded upon manifestation, do hereby ordain, and establish this Constitution for the organization known as Phillips/Bricks Alumni Association of Rocky Mount, North Carolina**.** Established, 1975, re-established May 1978. Incorporated, April 16, 1996.

**ARTICLE I - OFFICIAL TITLE**

This organization shall be known as the Phillips/Bricks Alumni Association of Rocky Mount, North Carolina

**ARTICLE II – MEMBERSHIP**

Any graduate, spouse, former student, faculty, or friend of the school, may become an active member of the Alumni Association by paying the yearly membership dues (June 1 thru May 31) and complying with the Constitution and By-Laws of the Alumni Association. Any changes in dues, shall be voted on at the yearly meeting in May.

**ARTICLE III – OBJECTIVES**

The objectives of this organization shall be:

1. To encourage and promote such activities that will best serve the

Interest, and further the ideals of the school.

1. To encourage students to further their education.
2. To promote scholarship
3. To promote goodwill among the former, present and future members of the school.

**ARTICLE IV – OFFICERS and TERM of OFFICE**

The Officers of the Phillips/Bricks Alumni Association shall be active with members in good financial standing each year. The term of the office for the Officers shall be no more than two consecutive years. The elected officers shall be as follows:

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Corresponding Secretary
6. Financial Secretary
7. Treasurer
8. Chaplain
9. Sergeant-At-Arms
10. Parliamentarian
11. Historian

**ARTICLE V – DUTIES of OFFICERS**

**Section 1 – President**

 It shall be the duty of the President to preside at all meetings, to enforce a due observance of the Constitution, By-Laws, and Robert’s Rules of order; to offer for consideration, all motions regularly made; to appoint a nominating committee; to appoint all committees not otherwise provided for; to be knowledgeable of the content of the official correspondence pertaining to Phillips/Bricks Alumni Chapter; to serve as Chairperson of the Executive Board. The President shall be responsible for the Annual Fundraising Committee.

**Section 2 – Vice President**

It shall be the duty of the Vice President: To perform the duty of the President in his absence, to assist the President in organized programs and selected projects. In case of resignation or death of the President, the Vice President shall automatically become President for the unexpired term.

**Section 3 – Secretary**

The Secretary shall be responsible for recording the minutes from all meetings. In addition the secretary will keep records all procedures relating to the Alumni. An official copy of all records will be maintained on file at a designated area decided by the President. Keep a record of all officers, committee members. Maintain the signed sheets of all attendees; and other duties assigned by the President.

**Section 4 – Assistant Secretary**

The Assistant Secretary shall function in duties of the Secretary in the absence of the Secretary. Responsible for giving members notice of all meeting.

**Section 5 – Corresponding Secretary**

The Corresponding Secretary shall have a list of officers, board members, and general membership. Responsible for mailing out the packages of Reunion information to members. Responsible for communicating with the Association important correspondence and all Alumni correspondence.

**Section 6 – Financial Secretary**

The Financial Secretary shall receive all monies paid to the Phillips/Bricks Alumni Association and verify amounts received; to accept vouchers; give receipts as necessary using a duplicate receipt book. Submit all monies received to the Treasurer, within (5) business days; with a statement indicating the source of funds, signed by both Financial Secretary and Treasurer. The Financial Secretary shall maintain a list of paid membership, co-signing checks, and filing State and Federal taxes each year (no later than March 15). This officer shall be bonded.

**Section 7 – Treasurer**

It shall be the duty of the Treasurer: to receive all monies from the Financial Secretary, and deposit monies within a (24) hour period; to reconcile bank accounts; to make monthly reports and make a quarterly written report of the financial status to the members. All vouchers and reports from the Treasurer must be signed by the President. In the absence of the President this becomes the responsibility of the Vice President. No checks shall be signed and issued without the payee’s name, amount, voucher number when applicable, and or reason for payment as described on the voucher. No checks shall be written for cash unless accompanied by a properly completed voucher and signed by the President or Vice President. Responsible for mailing checks to the Colleges of the Scholarship recipients (ONLY). This officer shall be bonded.

**Section 8 – Chaplain**

It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting, and all devotional services of the Association.

**Section 9 – Sergeant-At-Arms**

It shall be the duty of the Sergeant-At-Arms: To preserve order at all meetings and activities of the Association.

**Section 10 – Parliamentarian**

The duties of the Parliamentarian are to know and share information about parliamentary law, based on the current version of, “Robert’s Rules of Order,” and assist members in proper meeting procedure and etiquette to accomplish the business of the Association. The Parliamentarian should assure that every member will be heard and that the majority will prevail.

**Section 11 – Historian**

The duties of the Historian: Keep records of the Phillips/Bricks Alumni Association accomplishments and activities. Develop projects to recognize Phillips Middle School and PBAA history and preserve it in the community. Record activities by taking pictures, and writing brief summaries. Collect items of historical value. Organize scrapbook that is meaningful to members of the Association. Create a display of the school’s history as requested. Share historical information as deemed appropriate by the organization to local libraries or historical organizations for archiving. Act as steward of the Web-site. At the end of the physical year (June through May) all records (secretary, treasurer, financial secretary & etc.) will be turned over to the Historian.

**ARTICLE VI – ELECTION**

Bi-Annually, the President shall appoint a Nominating Committee at the Meeting. The election of Officers shall be at the May meeting annually. The new officers shall take office at the June meeting. The outgoing officers will assist the newly elected officers during the transition, and turn over all records to the new officer.

 **ARTICLE VII – THE EXECUTIVE BOARD**

The Executive Board shall consist of the elected officers. The Executive Board shall have the responsibility for providing leadership and guidance in establishing desired goals and activities for the betterment of the Association. The Executive Board shall have the responsibility for formulating all policies with respect to acquiring property and governing the Association.

**ARTICLE VIII – AUDIT**

The Executive Board must provide an outside auditor to audit all financial transactions at the end of each year. Expense for the audit shall be a budgeted item.

**ARTICLE IX – CONSTITUTION and BY LAWS COMMITTEE**

The Constitution and By-Laws Committee shall be responsible for recommending proposed revisions of the Constitution and By-Laws of the Association. Recommendations of proposed changes are to be presented to the Body in writing at the annual meeting in May. This committee is responsible for updating changes, insertions, and deletions in the present Constitution and By-Laws. The Constitution and By Laws can only be changed with the vote of 2/3 of the members in good standings.

**ARTICLE X – SOCIAL and RECREATION COMMITTEE**

The committee shall be responsible for implementing and coordinating all social, recreational programs and fund raising activities of the Alumni Association.

**ARTICLE XI – BENEVALENCE COMMITTEE**

This committee shall be responsible for maintaining contact with individual members of the Association. In case of illness, the committee shall send a card. In case of death of an immediate family member (parents, spouse, siblings, children, grandchildren) an expression of sympathy will be sent (refer to Article II) to the family. In case of an Alumni member passing, and in good standings, the family will be sent an expression of sympathy. (Not to exceed $50.00)

**ARTICLE XII – SCHOLARSHIP COMMITTEE**

This committee shall be responsible for administrating the scholarship program of the Association. (The Executive Board accepts recommendations from this committee) No officer or member of this committee can submit a name for a scholarship. This committee should submit a voucher to the Treasurer for checks to be sent to the recipient’s school.

**ARTICLE XIII – ORDER of MEETINGS**

1. Call Meeting to Order
2. Invocation
3. Reading of minutes from the previous meeting
4. Reading of minutes from the Executive Board when applicable
5. Reading of Financial Report
6. Correspondence
7. Unfinished Business
8. Standing Committee Reports
9. Special Committee Reports
10. New Business
11. Remarks for the good of the Association
12. Singing of the Alma Mater
13. Adjournment

Respectfully submitted by the By-Laws Committee

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