

PREAMBLE

We, the members of THE ALUMNI ASSOCIATION OF B. W. HARRIS EPISCOPAL SCHOOL of the city of Monrovia, Montserrado County, Republic of Liberia, residing in the United States of America have come together to form ourselves in a social, economic and developmental organization under the name of THE B.W. HARRIS EPISCOPAL SCHOOL ALUMNI ASSOCIATION, U.S.A.

ARTICLE I: PURPOSE

- I. The purpose of the Alumni Association shall be:
 - a) to meet, deliberate and organize activities and projects pertaining to the improvement of education in Liberia with particular emphasis on B. W. Harris Episcopal School;
 - b) to plan and implement educational and development projects which will improve the environment and quality of education for B.W. Harris School Students;
 - c) to promote and foster good relations and concern among members of the Association and their families in the United States.
 - d) to promote and foster a good working relationship with the Board of Trustees and Administration of the B. W. Harris Episcopal High School.

ARTICLE II: ORGANIZATIONAL STRUCTURE

- I. The organizational structure of the Alumni Association shall consist of:
 - a) The Executive Board
 - b) The Regional Associations
- II. The officers of the Executive Board shall be a chairperson, a first vice chairperson for programs, a 2nd Vice Chairperson for Membership and Public Relations, an Executive Secretary, a Treasurer, a Financial Secretary, a Chaplain and Assistant Officers appointed by the Chairperson and approved by the Executive Board.

The Executive Boards shall meet at least twice a year on the call of the Chairperson. The presence of a simple majority shall constitute a quorum. Notice of all meetings shall be mailed at least thirty (30) days prior to the date of the meeting. The notice shall contain the date, time and place of the meeting, and the object for which the meeting has been called. The Chairperson may call a special meeting at the request of any ten (10) Executive Members which will require at least one month notice. The notice shall contain the date,

time, place of meeting, and the object for which the meeting has been called.

- III. The Regional Associations shall consist of a President, 1st Vice President, 2nd Vice President (Optional), Executive Secretary, Treasurer, Chaplain and a constituent membership within a geographical location as specified by the convention. The Regional Association shall elect three (3) officers as its representatives to the Executive Board meetings; one of which shall be the President. They will inform the Executive Board of the Region's activities. All regional offices are open to graduates and non-graduates.

The Regional Associations may meet as many times as necessary and organize at least one (1) project a year.

ARTICLE III: THE CONVENTION

- I. The Convention shall meet once a year and shall be the forum for making and reviewing policies, receiving annual financial reports, and other reports as specified by the convention.

The Convention shall hold election once every two (2) years for Executive Board Officers as specified in Article 2, section 2.

The Convention shall establish a budget, define annual goals, and establish annual membership dues.

- II. The Convention will hold a major fund-raising event such as a program and/or sale of B.W. Harris memory items throughout the year.
- III. Members representing each region who are in good financial standing with the Alumni Association including payment of annual dues and registration fee at the convention, will be considered a delegate and have voting status and be eligible to present resolutions through their respective Regional Executive Board Representatives.
- IV. The Chairperson of the Executive Board shall preside over the Convention. The Executive Board Officers shall be the Officers of the Convention.
- V. Every two years, at the time of the elections, an election Commission shall be set up consisting of nine (9) delegates from the Convention floor.

ARTICLE IV: OFFICERS AND DUTIES.

I. **OFFICERS**

The officers of the Executive Board of the Alumni Association are specified in Article 2, Section 2, Paragraph 2. The Officers of the Regional Association are specified in Article 2, Section 2, Paragraph 3. Both the Executive Board Officers and the Regional Association Officers are elected to hold office for a term of two years and can not be reelected for more than

two Consecutive terms for the same position. The duties for Regional Association Officers are the same as those of the Executive Board except that the region is restricted to its geographical area.

II.

DUTIES

- A) The Executive Board Chairperson is the Chief Executive of the Alumni Association who shall preside over the following: all Executive Board Meetings, appoint persons to vacant Committee positions, and shall act on behalf of the BWHESAA in any manner that is not contrary to the Articles of Incorporation, the constitution, or the majority decisions of the Executive Board. The Chairperson shall Counter- sign with the Treasurer and Executive Secretary for the disbursement of all funds; shall countersign with the Executive and Financial Secretary for the solicitation of funds.
- B) The First Vice-Chairperson for programs shall assist the Chairperson in presiding over the affairs of the BWHESAA and shall assume the duties of the Chairperson in the death, resignation, absence or impeachment of the Chairperson. Shall be responsible for planning, organizing and implementing special projects and programs. A Committee will be set up responsible for reviewing and approving fund request for Regional Association's programs. Such funding is to assist Regions in implementing programs as Fund Raisers for the BWHESAA which will be deposited in the Treasury. Members shall Consist of the Financial Secretary (Co-Chairperson) and the various Regional Presidents. Members of this Committee shall all assume duties assigned by the Chairperson.
- C) The Second Vice-Chairperson for Membership and Public Relations shall assist the Chairperson in presiding over the affairs of the BWHESAA and shall assume the duties of the Chairperson in the death, resignation, absence, or impeachment of the chairperson and the First Vice-Chairperson for Programs; Shall be responsible for maintenance of Membership list and promoting the growth of the membership as well as all public relations.
- D) The Executive Secretary shall be responsible with the administrative matters of the BWHESAA including correspondence with members and shall be Co-Chairperson of the Membership Committee; Shall be responsible for recording and keeping a copy of all proceedings of the Convention and the Executive Board. Shall co-sign all correspondence soliciting funds for BWHESAA and maintain a file of all such correspondence. Shall countersign with the Chairperson and the Treasurer for the disbursement of all funds. Shall be the third in Succession for the position of Chairperson provided that person is a graduate. Shall also assume duties assigned by the Chairperson.
- E) The Treasurer shall have authority over the financial matters of BWHESAA and shall countersign with the Chairperson and the Executive Secretary for the disbursement of all funds. Shall also maintain a general ledger or spread sheet and provide a quarterly income statement to the Executive Board. Other duties include:

1. To receive all monies BWHESAA and to promptly deposit same in the name of the organization in an account or accounts in a responsible bank or trust company. No money shall be withdrawn from any such account except by check signed by the Chairperson, Executive Secretary and Treasurer. The First Vice Chairperson may sign where the Chairperson is not available.
 2. Shall be responsible to make an Annual financial report to the Convention.
 3. Shall prepare an operational budget based on annual dues to the Convention.
 4. Shall assume other duties assigned by the Convention and the Executive Board.
- F) The Financial Secretary shall perform monthly Bank reconciliation and also make authorized disbursement signed by the Chairperson. Each requisition shall recite the amount and the purpose of the payment requested. Any amount in excess of one Hundred dollars must be approved by the Executive Board
- To submit all reports at all regular meetings of the Executive Board or whenever required, covering the financial condition of BWHESAA showing receipts and disbursements; and outstanding accounts unpaid since the last report; to submit a report of his/her office to the general body at the Convention.
- Shall serve as Co-chairperson of the Program Committee and assume other duties assigned by the Convention and the Executive Board.
- G) The Chaplain shall be concerned with the spiritual growth of the membership. Shall also serve on the Membership Committee. Shall perform other duties assigned by the Chairperson.
- H) The Chairperson shall assign Assistant Officers as deemed necessary. Such assistant as: Assistant Executive Secretary, Assistant Financial Secretary and Assistant Chaplain.

ARTICLE V: IMPEACHMENT

An officer who fails to carry out the duties and responsibilities of the office to which He/she is elected and engages in acts and conducts contrary to the purpose of the organization, shall be removed from office by a two-thirds vote of the Executive Board after a full report of said misconduct is presented by a special committee organized to investigate such charges.

ARTICLE VI: MEMBERSHIP AND DUES **(As Amended July 2004, Charlotte, North Carolina)**

1. **Membership**
Membership in the Alumni Association is opened to any person ever enrolled as a student of B. W. Harris Episcopal School, whether or not they graduated from B. W.

Harris Episcopal School. Honorary membership is open to anyone committed to the goals of the BWHESAA.

2. Graduate

A graduate is defined as a person who received a high school diploma from B. W. Harris Episcopal School. Any students who was enrolled in B. W. Harris at the time they participated in a student exchange program, and graduated from high school during their student exchange period, is deemed a graduate under this Constitution.

3. Eligibility for Succession

Any member in good financial standing may assume any office in the BWHESAA, provided however, that in the case of death, resignation, or impeachment, the Executive Board shall elect from among its membership a graduate to fill the position of Chairperson, 1st & 2nd Vice Chairperson, or Secretary where the law of succession does not apply until the next elections are held at the next convention.

4. Non-graduate Ineligible to Hold National Office

A non-graduate is not eligible to hold the position of Chairperson, 1st Vice Chairman, 2nd Vice chairman notwithstanding the provisions of succession in this Constitution.

5. Elections to Fill Vacancies

Elections to fill vacancies shall apply to filling all offices due to death, resignation, or impeachment. Local chapter shall hold local elections to replace any Executive Board representative who is elected to a National office.

6. Membership Dues

Each member of BWHESAA shall pay an Annual Membership due of \$50.00. Membership dues shall be paid in advance in one of the following installments: A single payment of \$50.00, two payments of \$25.00 or four payments of \$12.50. Honorary membership due is \$30.00, and may be paid in a single payment of \$30.00, two payments of \$15.00 or three payments of \$10.00.

7. Dues of Members Not Affiliated with Local Chapters

Alumni of B. W. Harris who desire to participate in the Alumni Association, but who are not affiliated with a local chapter shall pay their annual membership dues to National consistent with No. 6 above.

8. List of Members in Good Standing in Chapters

The Treasurer of each local Chapter shall forward a list of all their members in good financial standing to the National Treasurer no later than before the start of business on the first official day of Convention. It is the duty of the President of each local Chapter to ensure that the list is properly submitted. Only members in good financial standing in a Chapter shall hold elected or appointed office in BWHESAA.

9. Members in Good Financial Standing at Conventions

Members who complete payment of their registration fees during the annual Convention shall be considered members in good financial standing at the Convention. Only members in good financial standing at Convention shall hold shall vote or speak at the Convention.

10. Official Roll of the Convention

The National Treasurer shall make available to the Executive Board a complete list of members in good financial standing in Chapters and who have also paid registration fee at the Convention, which members may speak on the floor of the Convention and are eligible to hold elected or appointed offices in BWHESAA. Those members who pay only their registration fees for Convention, but did not pay Chapter dues, shall also constitute part of the Official Roll of the Convention; such members may speak on the floor or vote at the Convention, but are not eligible to hold appointed or elected offices in BWHESAA.

ARTICLE VII: AUDIT COMMITTEE

The Chairman shall appoint five members of good standing to serve as auditors. Executive Officers are excluded from appointment to this committee. The appointments of these members as well as the Chairperson must be approved by the Executive Board. Qualifications must be based on exposure to general accepted accounting principles. This committee shall serve for a period of two years. The Audit committee shall report results of audit to the Executive Board and also to the local chapters. The Audit committee shall make its recommendations to the Convention, the Executive Board and Local Chapters for their consideration.

Duties

1. Shall ensure a full inventory be taken by the principle and staff at BWHHS for all goods and supplies at the time of their arrival. The inventory list should than be sent to national for reconciliation.
2. Shall perform quarterly audits and the results should be sent to both national and the various local chapters.
3. Only the audit Committee and Financial Board should be authorized to request and obtain information and documents of purchases made by the Association. If any member wants to see this information, it can be obtain from the Audit Committee or Financial Board.

ARTICLE VIII: FINANCIAL CONTROL BOARD

Each local chapter shall select or elect one of its members in good standing to serve on the Financial Control Board. This board shall serve for a period of two years. The Financial Control Board shall report its results to the Executive Board also to all the local chapters. It shall make its recommendations to the Convention, the Executive Board and Local Chapters for their consideration. The Financial Control Board shall elect its Chairperson.

Duties:

1. Shall solicit competitive bids for any purchase of capital goods exceeding \$500.00. A proposal will be sent to the various local chapters from the Executive Board to solicit bids within their jurisdictions for price comparison. A time limit of 30 days is required for bids from the local chapters. If bids are not forthcoming within that time period by the Financial Control Board then the Executive Board can act on its own without recommendations from the Financial Control Board after the expiration of the 30 days period.
2. The MEMBERS of the Financial Control Board shall assist the treasurer at all conventions. Only the Audit Committee and Financial Board should be authorized to request and obtain information and documents of purchases made by the Association. If any member wants to see this information, it can be obtain from the Audit Committee or Financial Board.
3. The Financial Control Board has no authority to plan conventions and its sole role at the convention is to assist the Treasurer in the receipt and disbursement of monies and the preparation of financial report from the conventions' activity.

ARTICLE IX NOMINATING COMMITTEE

The Chairman, with the express approval of the Board during a meeting, shall appoint a Nominating Committee no later then six months before the Convention in the year in which elections shall be held. The Nominating Committee shall comprise of five (5) members in good standing as defined in this Constitution. Members of the Nominating Committee must be members of at least three (3) different Chapters; no more then two members of the Nominating Committee shall be members of a single Chapter.

Beginning at least three months before the Convention, the Nominating Committee shall solicit nominations for positions of the Association. Notices soliciting nominations for offices shall be publicized in the newsletter, the Web Site and through direct electronic, postal, telephonic or other forms of communications with the entire membership of the Association. Any members of the Association, including Members of the Nominating Committee have the right to submit nominations for elective offices of the Association.

All nominations must be submitted to the Nominating Committee at least thirty days before the Convention in an election year. The Nominating Committee has the duty of vetting whether nominees submitted are in good standing according to the Constitution and shall record and document that a person is or is not in good standing, inclusive of the basis of the decision.

The Nominating Committee shall solicit information from candidates whose names are submitted as nominees including resume and photos and other forms of information that presents candidates under consideration to the members of the Association.

The Nominating Committee shall publicize the slate of nominees in writing through the newsletter, the Web Site and through direct electronic mail no less than fourteen days before the election.

The Nominating Committee shall present the slate of nominated candidates for election at the

Convention.

X. AMENDMENT OF REFERENCES

All references to “Executive Committee” in this Constitution are hereby amended to read “Executive Board.”

AMENDMENT

The Articles of the Constitution and By-Laws may be amended by a two-third majority vote at the Convention and shall take effect on the date indicated by the resolution.

LEGEND

Amendment of References from “Executive Committee” to “Executive Board,” Approved July 2004, Charlotte, North Carolina

Article IX Nominating Committee, Adopted July 2009, Long Island, New York