

KANAWHA ALUMNI ASSOCIATION

Bylaws

Article I. Name

The name of the organization shall be the Kanawha Alumni Association, hereinafter referred to as the “KAA”.

Article II. Purpose

Section 1. Purpose.

The KAA shall have for its purposes:

- (a) Maintain the relationship of alumni to Burnsville High School and to each other through written and other communications, and social, academic, and other events.
- (b) Foster pride in and advancement of programs at Burnsville School.
- (c) Locate graduates, maintain an alumni database, and encourage and process memberships.
- (d) Solicit and provide financial support for the association’s activities, as well as scholarships for deserving students, and special projects associated with Burnsville School.
- (e) Organize and promote alumni activities

Section II.- 501(c)(3)

This organization shall operate under the 501(c)(3) West Virginia code.

Section III. General.

- (a) The KAA’s principal location shall be at the Burnsville Community Building, presently located at 237 Kanawha Avenue, Burnsville, WV 26335. The mailing address is P.O. Box 324, Burnsville, WV 26335.
- (b) The Association shall have as its fiscal year the period from July 1 to June 30.
- (c) All monies of the Association shall be deposited at or invested with financial institutions accredited by and located in the United States.

- (d) The Association shall maintain a correct book of account of the activities and transactions of the Association including a minute book which shall contain a copy of these Bylaws plus minutes of all regular and special meetings, as well as financial reports and all other records of the Association.

Article III. Membership

Membership of the Association shall be as follows:

- (a) Alumni and associates of Burnsville High School and graduates of Braxton County High School living in the Burnsville Community and would have graduated from Burnsville High School.
- (b) Honorary Members who fit one of these categories—may be teachers and spouses who work at Burnsville Elementary School, people who have made major contributions of time, energy and effort or, a member of a graduating class who moved prior to graduation. The individual must have a sponsor that is a regular KAA member (not another Honorary member) submit a written request stating their reason or interest for membership. Honorary Members may serve on committees but may not hold office.
- (c) Any person whose high school studies are interrupted by military service but who, after the performance of such service, takes the required steps to be certified by the State as having completed their high school education shall be considered a graduate, and upon taking the oath of the organization will become a regular member of the KAA.

Article IV. Officers

The officers of the Association shall be:

- (a) President
- (b) Vice President
- (c) Recording Secretary
- (d) Membership Secretary
- (e) Treasurer
- (f) Public Relations Officer
- (g) Historian

All officers shall be elected for one-year terms at the Business Meeting during the Annual Alumni Reunion. There is no limit to the number of terms an officer may serve. No person shall hold more than one office at a time unless that the office is unable to be filled.

Article V. Duties of Officers

President:

- (a) Shall direct the affairs of the organization.
- (b) Preside over all meetings of the Association.
- (c) Establish meeting dates, time, place, and agenda.
- (d) Call special meetings when it is deemed necessary.

Vice President:

- (a) Shall perform the duties of the President in their absence.
- (b) Shall be assigned specific duties by the President.
- (c) Shall coordinate the planning and preparation for the Annual Alumni Parade each year.
- (d) Shall serve as a member of all subcommittees.

Recording Secretary:

- (a) Shall maintain accurate and complete records of the business conducted by the Association.
- (b) Shall notify members of meetings.
- (c) Record and prepare minutes of regular and special meetings.
- (d) Disseminate information to officers.

Membership Secretary:

- (a) Maintain a database of members.
- (b) Keep an up-to-date necrology of members and graduates.
- (c) Make routine check of the post office box and send out thank you notes.
- (d) Prepare labels for mailing invitations to the annual reunion.

Treasurer:

- (a) Receive all monies due the Association and pay all submitted bills on a timely basis.
- (b) Shall keep accurate and current records of all income and expenses.
- (c) Deposit all monies to the chosen bank of the Association.
- (d) Provide financial reports at all general and board meetings.
- (e) Shall be authorized to sign checks and be a signer on the bank signature card.
- (f) Make financial records available for inspection as necessary.

Public Relations Officer:

- (a) Post notices of meetings in the newspaper.
- (b) Maintain the Facebook and website of the Association and post new information as it becomes available.
- (c) Prepare any special articles or materials for publishing in the newspaper or online.

Historian:

- (a) Shall prepare a record of the events pertaining to the Association.
- (b) Accept donations for the Alumni Center and keep a list of items and donors.
- (c) Prepare items for display.

Article VI. Committees

- (a) Committees, standing or special, shall be appointed by the President as deemed necessary to conduct the work of the Association.
- (b) The President and/or Vice President shall be an *ex officio* member of all committees.
- (c) A Trustee Committee shall be appointed to review the financial record of the Association. Officers may serve as trustees unless they are an official signer on the bank accounts.

Article VII. Meetings

Section 1. Annual Meeting

The Annual Meeting of the Alumni Association shall be held during the yearly reunion meeting on Memorial Day weekend. All alumni are notified by the yearly invitation to the reunion. The purpose of the meeting shall be for the election of officers and for any other issues the Officers may wish to present to the Members.

Section 2. Regular Meetings

Regular meetings shall be held monthly except for November and December. Dates will be listed in the yearly reunion program booklet and advertised in the county newspaper. Meetings may be cancelled or rescheduled as necessary.

Section 3. Special Meetings

Special meetings may be called at any time by the President.

Section 4. Meeting Guidelines.

A quorum of four (4) officers is required for all meetings. A simple majority of the members present is sufficient to pass any matter. Proxy voting is allowed.

Article VIII. Rules of Order. Robert's Rules of Order Newly Revised shall govern the association in all cases in which it is applicable and in which it is not inconsistent with these bylaws.

Article IX. Amendments

These Bylaws may be amended by a motion made and carried by a simple majority vote at any regular duly noticed meeting. Notice shall be given in writing and presented at three regularly scheduled consecutive meetings and voted upon at the third meeting.

Article X. Scholarships.

The Scholarship Committee shall be composed of the officers.

Scholarships are given to graduating Braxton high school seniors from the Salt Lick District each year as funds are available and are limited by the amount of contributions and any investment interest available for disbursement.

Scholarship recipient selection criteria shall be set forth as follows:

- a. Ancestral lineage (1 pt. for each, max 20 pts.)
- b. Attended Burnsville School (1 pts. For each year)
- c. Have a 2.0 GPA minimum (2.0=1 pt., 3.0=2 pts., 4.0=3 pts.)
- d. Attending a West Virginia college/university/trade school/CTC (1 pt.)
- e. Class Rank (1 pt. for knowing)
- f. Cumulative GPA (1 pt. for knowing)
- g. School Activities (1 pt. for each year in each activity, max 16 pts.)
- h. Community Service (1 pts. For each year in each activity, max 16 pts.)
- i. Interview questions answered (1 pt. for each, max 5 pts.)
- j. Receiving WV Promise (Less 5 pts.)
- k. Receiving other scholarships and/or financial aid (less 5 pts.)

Article XI. Dissolution of the Association

Dissolution of Association. To effect dissolution of this Association, these Bylaws must be rescinded by a majority vote of the responding members after a thirty (30) day notice has been sent to the membership list.

In the event of the dissolution or liquidation of the Association and after any outstanding debts are paid or provision has been made to assure such payments, the Officers shall donate any assets then owned by the Association to Burnsville School or an organization which supports the school, and which satisfies Section 501(c)(3) of the Internal Revenue Code.