

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

CONSTITUTION

ARTICLE 1 - NAME

Section 1

The name of the organization shall be the THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION (Association)

ARTICLE II - OBJECTIVES

Section 1

The objectives of this Association shall be:

1. To promote and foster the interest of Thomas Jefferson High School.
2. To aid in the **welfare, progress, achievement and growth of the students and graduates** of the school.
3. To work actively with the Student Body and other groups in their projects that are of general interest to the school and community.
4. To take active participation in community affairs and activities.
5. To award scholarships to deserving students.

ARTICLE III - MEMBERSHIP

Section 1

Membership shall be divided into three categories: Active, Honorary and Associate.

a. Active - the Active members shall be comprised of all those who have attended Thomas Jefferson High School and who have paid their **current dues** as provided in the by-laws.

b. Honorary – the Honorary members shall be comprised of all persons elected by the Board of Directors of this Association, subject to ratification by majority vote of **members** of the Association at a regular meeting.

c . Associate – the Associate members shall be comprised of all persons who have demonstrated interest to be elected by the majority vote of the Board of Directors of **this Association. Associate members must pay membership dues** as provided in the by laws. d . All members, including Life Members, must now pay for dinner dances, Food included.

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

ARTICLE IV - BOARD OF DIRECTORS AND OFFICERS

Section 1

Authority - The powers and duties of this Association shall be exercised and conducted by a Board of Directors.

Section 2

Membership - The Board of Directors shall be composed of elected officers.

Elected officers - The elected officers shall be:

- President First Vice
- President Second
- Vice President

Recording Secretary
Financial Secretary
Corresponding
Secretary **Treasurer**
Sergeant At Arms 6
Members At Large

Section
3

Procedures – The terms of office, the powers and duties of the officers, the method of election of the members of the Board of Directors and the time of meetings shall be set forth in the By Laws.

ARTICLE V - ASSOCIATION MEETINGS

Section
1

Time - meetings of the Association shall be held at such times as set by the Board of Directors provided that at least three meetings are held once a year.

Section
2

Quorum - at such meetings, a quorum shall consist of seven (7) **members in good standing**, including one of the three top officers, which is the President, or the 1st Vice President or the 2nd Vice President.

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

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ARTICLE VI – AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) majority **vote at any regular meeting of** the Association provided that (1) it shall have been presented **in** written form either to the Board of Directors or at a previous regular meeting; and (2) it shall have been brought to the attention of the members **in** the **same manner** and within **a similar period of time as announcements of** regular meetings.

Constitution Changes Approved by Committee Whole, August 20, 1991

Signed:

James Fennell

Alvan Burton

Barbara lee

Barbara Sexton

James Cook

Robert Perry

Wilford King

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

**BY-LAW
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ARTICLE 1-BOARD OF DIRECTORS

Section 1 - Term of Office

The terms of the members of the Board of Directors shall be two years, except for Members-at Large who shall serve a two-year period, three of which are elected each year.

Section 2 - Meetings

Meetings of the Board shall be held at such times as called by the President, or by petition of a majority of the Board, provided that at least three (3) meetings are held each year. Notice shall be given to the Directors at least seven (7) days in advance of the meeting-except for emergency meetings.

ARTICLE II - GENERAL POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have full and complete charge of all affairs of the Association, including the following powers:

Section 1 - Finances

- a. To regulate the finances of the Association.
- b. All requests for monies shall be submitted in writing and approved by majority vote.

Section 2 - Activities

Activities including establishing and maintaining a scholarship fund that includes a Legacy component. Funds shall be available for at least two scholarships to students related by birth (Legacy) to active members of the Alumni Association. To direct such projects as homecoming affairs, honors, awards and recognition; campaigns and publicity; as

well as fulfill the **constitutional** objectives and purposes of this Association.

Section 3 - Meetings

To arrange for all meetings of
the Association.

Section 4 - Audits

To have accounts of the Association audited at least once a year, subject to approval of the Board of Directors.

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

Section 5 - Vacancies

To fill all vacancies and unexpired terms of office to be presented for ratification at the next regular meeting of the Association. Section 6 - Annual Renewals

The following should be **renewed annually** and finalized documents **presented to the Association** to ensure deadlines are met in a timely manner:

United States Post Office Box 8232, Los Angeles, CA 90008, located at 3894 South Crenshaw Boulevard, Los Angeles, CA 90008; 501(c)3 – Tax Exemption Documentation;

Trademark; Patent; Copyright; Social Media Sites; Insurance Bond; Telephone number Any other annual renewals.

All Media content must be examined and approved by the President or designee prior to publication.

The President is to have the passwords, administrative rights and access to all social media sites. Event insurance should be obtained for each Association sponsored event in whole or in part.

ARTICLE III – NOMINATIONS AND ELECTIONS

Section 1 - Nominations

Every two (2) years Board of Directors will select a Nominating Committee.

In September of the second year of officer's term, the Board of Directors shall select a **Nomination Committee consisting of three (3) members of the Board of Directors and two active members** who shall select nominees for all vacancies to be filled and report in the month of October. Additional nominations may be made from the floor

Nomination for President, First Vice President, Second Vice President and Treasurer shall be **restricted** to active members who have served on the Board of Directors for at least one (1) **year**.

To be eligible for any elective office, a person must have been an active member, in good standing for at least six (6) months.

All elected members must obtain a lifetime membership within three (3) months of installation or forfeit office.

**THOMAS JEFFERSON HIGH SCHOOL ALUMNI
ASSOCIATION**

Section 2 - Elections

Elections shall be held in November at a general meeting of the Association in a manner prescribed by the Board of Directors. In December records and all property belonging to the Association will be turned over to newly elected officers. Officers shall take their offices in **January**. Section 3 - Rights and Privileges All members in good standing shall have the right to vote.

ARTICLE IV - DUTIES OF OFFICERS

Section 1 - President

The President shall act as the presiding and executive officer of the Association and the Board of Directors. He/She shall officially represent the Association with the alumni, students, faculty and organizations of the school and shall perform such other duties as usually belong to this office. He/She shall be an ex-officio member of all committees except the Nominating Committee. He/She shall sign all checks, contracts, obligations and records which have been approved by the Board of Directors.

Section 2 - First Vice President

The duties of the First Vice President shall be to assist the president in the performance of his/her duties, and in the absence of the president he/she shall preside over the business meetings of the Association. He/She shall sign checks in the absence of the President; and shall be the coordinator of all activities of the Association and other duties as may be prescribed by the Board of Directors.

Section 3 - Second Vice President

The duties of the Second Vice President shall be to preside at meetings of the Association in the absence of the president and first vice president. He/She shall be coordinator of all committees as may be prescribed by the Board of Directors.

Section 4 - Recording Secretary

The duties of the Recording Secretary shall be to keep true and accurate records of the proceedings of the Association and to make the minutes available in written form as well as stored on the Association laptop. He/She shall perform similar acts and duties in connection with the proceedings of the Board of Directors. The minutes shall be submitted at each monthly meeting, if the Recording Secretary is unable to meet, the minutes must be forwarded to the President at least 24 hours prior to the meeting.

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

Section 5 -

Corresponding Secretary

The duties of the Corresponding Secretary shall be to receive and notify the Association of all **correspondences and reply upon approval**. He/She shall perform all duties pertaining to **correspondence as may** be directed by the President or other presiding officers. He/She shall send out notices of all meetings as directed by the Board of Directors.

Section 6 - Financial Secretary

The Financial Secretary shall collect, receive and record all moneys coming into the Association and turn said funds over to the treasurer for deposit. All funds received by the Financial Secretary and turned over to the Treasurer for deposit must be receipted by the Treasurer.

Section 7 - Treasurer

The Treasurer shall be custodian of all monies of the Association and must deposit all **funds within 72 hours** in a bank selected by the Board of Directors. He/She shall keep an **accurate account** of all monies received and disbursed. All checks issued must bear three (3) signatures. The authorized signatures must be the President, Treasurer and Financial Secretary. No expenditures may be made without prior approval of the Board of Directors. **A written financial report must be submitted at each monthly meeting, if the Treasurer is unable to meet, the report, payments and/or disbursements** shall be forwarded to the President or the Financial Secretary at least 24 hours prior to the meeting.

Section 8 - Sergeant-at-Arms

The duties of the Sergeant-at-Arms shall be to maintain order at meetings only by request of the presiding officer and to greet incoming officers, members and guests.

Section 9 -
Members-at-Large

The Members-at-Large shall be members of the Board of Directors. They shall act for the **general** welfare of the Association and the Board of Directors.

The term of the officers shall be two
(2) years.

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THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

Section 10 - Removal of Elected Officers

Removal of elected officers for dereliction of duty shall be accomplished by a two-thirds (2/3) majority vote of attending members at a regular meeting. Dereliction of duty shall consist of:

a. b.

Failure to attend three (3) consecutive meetings without due cause or notification.
Misappropriation of funds.

ARTICLE V - DUES

Section 1 - Dues A regular membership will be good for one (1) calendar year.

Section 2- Amount The annual dues of the Association shall be decided by the general body at any regular meeting.

Section 3 - Life Membership Income Tax Deductible, one hundred dollars (\$100) in one payment.

ARTICLE VI - COMMITTEES

Section 1 - Committees

The Board of Directors may create from time to time such committees as needed.

Section 2 - Committee Members

The members of all committees (except the Nominating Committee) shall be appointed by the First Vice President.

Section 3 - Powers and Duties

The powers and duties of all committees shall be as the President so directs.

Section 4 - Standing Committees

The Standing Committees shall be the following:

Membership **Program** Public Relations Scholarship Social

**THOMAS JEFFERSON HIGH SCHOOL ALUMNI
ASSOCIATION**

ARTICLE VII - DISBANDMENT

If this organization is disbanded, public notification is to be made via local news outlets, social media and at Thomas Jefferson High School. Board of Directors will decide how to disburse the **monies**.

ARTICLE VIII - AMENDMENTS

These By-laws may be amended by a two-thirds (2/3) majority vote at any regular meeting of the Association provided that one (1) it shall have been presented in written form either to the Board **of Directors or at a previous regular meeting**; and (2) it shall have been brought to the **attention** of the members in the same manner and

within a similar period of time as announcements of regular meetings.

ARTICLE IX - QUORUM

At any regular meeting of the Association seven (7) members including one of the three top officers, which is the President, or 1st Vice President or the 2nd Vice President constitutes a quorum.

ARTICLE X - PROCEDURES “Roberts Rules of Order – Revised” shall govern in cases not provided for in the By-laws.

THOMAS JEFFERSON HIGH SCHOOL ALUMNI
ASSOCIATION

CONSTITUTION AMENDMENT AGREEMENT

This amendment is made to amend the Thomas Jefferson High School Alumni association Constitution/ By-Laws on

and is approved, signed and agreed upon by the Committee Whole.

The original Thomas Jefferson High School Alumni association Constitution/By-Laws are amended as follows:

Constitution:

ARTICLE III – MEMBERSHIP /SECTION 1

(d) All members, including Life Members, must now pay for dinner dances. Food will be included.

By-Laws - Duties of

Officers

ARTICLE IV - DUTIES OF OFFICERS

The term of the officers shall be two (2) years.

All provisions of the original Thomas Jefferson High School Alumni Association Constitution/By Laws, except as modified by this agreement, remain in full force and effect and are reaffirmed. If there is any conflict between this Amendment and any provisions of the original Terms Of Agreement, the provisions of this Amendment shall control.

Constitution/By-Laws changes approved by committee whole 11-04-07

**Sign
ed**

**Kenneth
Stewart /**

**Ruth
Forte /**

**Dorothy Green
/**

**Doris
Armstrong /**

**Alvan
Burton /**

**Kirk
Brown /**

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

**CONSTITUTION AMENDMENT
AGREEMENT**

This amendment is made to amend the Thomas Jefferson High School Alumni Association Constitution/By-Laws on

and

is approved, signed and agreed upon by the Committee Whole. The original Thomas Jefferson High School Alumni association Constitution/By-Laws are amended as follows:

**ARTICLE III – NOMINATIONS AND
ELECTIONS**

Every two (2) years Board of Directors will select a Nominating Committee.

**ARTICLE VI -
COMMITTEES**

The members of all committees (except Nominating Committee) will be selected by the First Vice President.

All provisions of the original Thomas Jefferson High School Alumni Association Constitution/By Laws, except as modified by this agreement, remain in full force and effect and are reaffirmed. If there is any conflict between the Amendment and any provisions of the original Terms of agreement, the provisions of this amendment shall control.

Constitution/By-Laws changes approved by committee whole on March 4, 2012.

signed Ginila Hurris
Signed *Items with*

*Linda
Harris*

*Odom
Williams*

Signed
Wretcher

Klarus

***Gretchen
Davis***

Signed Kenneth stuar

*Kenneth
Stewart*

signed Darath Green signed
alasis Cermstrong

*Dorothy
Green*

*Doris
Armstrong*

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*Brenda
Hobson*

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

CONSTITUTION AMENDMENT AGREEMENT

This amendment is made to amend the Thomas Jefferson High School Alumni Association Constitution/By-laws on March 23, 2019

— and is approved, signed, and agreed upon by the Committee Whole. The original Thomas Jefferson High School Alumni Association Constitution/By-laws are amended as follows:

CONSTITUTION

ARTICLE 1 - NAME

Section 1

The name of the organization shall be the THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION (Association)

ARTICLE II - OBJECTIVES

Section 1

The objectives of this Association shall be:

1. To promote and foster the interest of Thomas Jefferson High School

(3) To work actively with the Student Body and other groups in their projects that are of general interest to the school and community.

(5) To award scholarships to deserving students.

ARTICLE III - MEMBERSHIP

Section 1

Membership shall be divided into three categories: Active, Honorary and Associate.

a) Active - the Active members shall be comprised of all those who have attended Thomas Jefferson High School and who have paid their current dues as provided in the by-laws.

b) Associate – the Associate members shall be comprised of all persons who **demonstrated interest** to be elected by the majority vote of the Board of Directors. Associate members must pay membership dues as provided in the bylaws.

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THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

ARTICLE V - ASSOCIATION MEETINGS

Section 1

Time - meetings of the Association shall be held at such times as set by the Board of Directors provided that at least three meetings are held once a year.

Section 2

Quorum - at such meetings, a quorum shall consist of seven

(7) members in good standing, including one of the three top officers, which is the President, or the 1st Vice President or the 2nd Vice President.

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THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

BY-LAWS

ARTICLE 1- BOARD OF DIRECTORS

Section 2 -Meetings

Meetings of the Board shall be held at such times as called by the President, or by petition of a majority of the Board, provided that at least three (3) meetings are held each year. Notice shall be given to the Directors at least seven (7) days in advance of the meeting-except for emergency meetings.

ARTICLE II - GENERAL POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall have full and complete charge of all affairs of the Association, including the following powers:

Section 1 - Finances

(b) All requests for monies shall be submitted in writing and approved by majority vote.

Section 2 - Activities

Activities including establishing and maintaining a scholarship fund that will

include a Legacy component. Funds shall be available to students related by birth (Legacy) **to active members of the Alumni Association**. To direct such projects as homecoming affairs, honors, awards, and recognition; campaigns and publicity; as well as fulfill the constitutional objectives and purposes of this Association.

Section 4 - To have all accounts of the Association audited at least once a year, subject to approval of the Board of Directors.

Section 5 - Vacancies

To fill all **vacancies and unexpired** terms of office to be presented for ratification **at the next** regular meeting of the Association.

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THOMAS JEFFERSON HIGH SCHOOL ALUMNI
ASSOCIATION

Section 6 - Annual
Renewals

The following should be **renewed annually and finalized documents presented to the Association to ensure** deadlines are met in a **timely manner**:

United States Post Office Box 8232, Los Angeles, CA 90008, located at 3894 South
Crenshaw Boulevard, Los Angeles, CA 90008; 501(c)3 – Tax Exemption
Documentation; Trademark.: Patent; Copyright; Social Media Sites;
Insurance Bond;

Telephone number Any other annual

renewals.

All Media content must be examined and approved by the President or designee prior to the publication.

The President is to have the **passwords, administrative** rights and access to all social media sites. Event insurance should be obtained for each Association sponsored event in whole or in part.

ARTICLE III – NOMINATIONS AND ELECTIONS

Section 1 - Nominations

In September of the second year of officer's term, the Board of Directors shall select a **Nomination Committee** consisting of three (3) members of the Board of Directors and **two active members** who shall select nominees for all vacancies to be filled and report in the month of October. Additional nominations may be made from the floor.

All elected members must obtain a lifetime membership within three (3) months of installation or forfeit office.

Section 2- Elections

Elections shall be held in November at a general meeting of the Association in a manner prescribed by the Board of Directors. In December records and all property belonging to the Association will be turned over to newly elected officers. Officers shall take their offices in **January**

THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

ARTICLE IV -DUTIES OF OFFICERS

Section 1 - President

The President shall act as the presiding and executive officer of the Association and the Board of Directors. He/She shall officially represent the Association with the alumni, students, faculty, and organizations of the school and shall perform such other duties as usually belong to this office. He/She shall be an ex-officio member of all committees except the Nominating **Committee**. He/She shall sign all checks, contracts, obligations, and records which have been **approved by the Board of Directors**.

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The duties of the First Vice President shall be to assist the president in the performance of his/her duties, and in the absence of the president he/she shall preside over the business meetings of the Association. He/She shall sign checks in the absence of the President; and shall be the coordinator of all activities of the Association and other duties as may be prescribed by the Board of Directors.

Section 4 – Recording Secretary

The duties of the Recording Secretary shall be to keep true and accurate records of the proceedings of the Association and to make the minutes available in written form as well as stored on the Association laptop. He/She shall perform similar acts and duties in connection with the proceedings of the Board of Directors. The minutes shall be submitted at each monthly meeting, if the Recording Secretary is unable to meet, the minutes must be **forwarded to the** President at least 24 hours prior to the meeting.

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The duties of the Corresponding Secretary shall be to receive and notify the Association of all correspondences and reply upon approval. He/She shall perform all duties pertaining to correspondence as may be directed by the President or other presiding officers. He/She shall send out notices of all meetings as directed by the Board of Directors.

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THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

Section 7 - Treasurer

The Treasurer shall be custodian of all monies of the Association and must deposit all funds within 72 hours in a bank selected by the Board of Directors. He/She shall keep an accurate account of all monies received and disbursed. All checks issued must bear three (3) signatures. The authorized signatures must be the President, Treasurer and Financial Secretary. No expenditures may be made without prior approval of the Board of Directors. A **written** financial report must be submitted at each monthly meeting, if the Treasurer is unable to meet, the report shall be forwarded to the President at least 24 hours prior to the meeting.

ARTICLE V - DUES

Section 1 - Dues A regular membership will be good for one (1) calendar year.

ARTICLE VII - DISBANDMENT If this organization is disbanded, public notification is to be made via local news outlets, social media and at Thomas Jefferson High School. Board of Directors will decide how to disburse the monies.

ARTICLE IX - QUORUM At any regular meeting of the Association seven (7) members including one of the three top officers, which is the President, or 1st Vice President or the 2nd Vice President constitutes a quorum.

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THOMAS JEFFERSON HIGH SCHOOL ALUMNI ASSOCIATION

All provisions of the original Thomas Jefferson High School Alumni Association Constitution/Bylaws, except as modified by this agreement, remain in full force and effect and are reaffirmed. If there is any conflict between the Amendment and any provisions of the original Terms of agreement, the provisions of this amendment shall control.

**Constitution/Bylaws changes approved by Committee
Winole on March 2, 2019**

Sign
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Brenda Charles Hobson - Class of 1976 - President

ViEvyette Stewart-Gordon - Class of 1977 – 1** Vice President

Viluvekla Stewart pecon

Bernice Campbell-White - Class of 1980 - 2nd Vice
President

**Carolyn Adams-Watson - Class of Summer 1969 –
Recording Secretary Carolim Adams-wilson**

Arlance Sims - Class of Summer 1968 - Financial Secretary

**Jacquelyn McMahon - Class of 1977 -
Corresponding Secretary filmernados**

Sarah Moore - Class of 1980 – Treasurer
and

Wendell Nelson - Class of 1979 - Sargent-At-Arm

Members-At-Larg
e

1-At-Arms Wendente Darrell

Hobson – Class of 1974 harrell Halyon

Lindzie Martin - Clas of 1976. Lundé arta

Darrell Hobson - Class of
1974

David Johnson - Class
of 1977

Lindzie Martin - Class
of

Mardell Razor - Class of

1976

JoHelen Johnson-Shumate - Class of Summer

1963 Hele-Johnam Shumete Cecil Robinson-

Class of 1976 Ceat *It*

Cecil Robinson - Class

of 1976