

# **BY LAWS FOR THE LABRAE HIGH SCHOOLS' ALUMNI HALL OF FAME ASSOCIATION**

## **ARTICLE I**

### **SECTION A – NAME**

1. The name of this organization shall be the LaBrae High Schools' Alumni Hall of Fame.

## **ARTICLE II**

### **SECTION A – PURPOSE**

1. The purpose of this non-profit organization shall be to recognize and honor those persons who, through their performance and achievements, reflect credit on the LaBrae High Schools, (Leavittsburg, Braceville, Warren Township, and LaBrae High Schools), so present-day students may find identity with the past and establish goals for the future.

## **ARTICLE III**

### **SECTION A – MANAGEMENT**

1. The control of the LaBrae High Schools Alumni Hall of Fame shall be vested in the Board of Directors (the Board) as follows:
  - a. Any Current and/or Retired Teacher
  - b. Such number of representatives as the Board shall determine.
2. Members of the Board may serve a term of three (3) years commencing January 1 of their year of election or selection.
3. An individual may be elected to two consecutive terms on the Board.
4. A quorum for the transaction of any business will consist of a majority or more members of the Board present.
5. Regular and special meetings may be called by the President as needed, or by a majority or more members of the Board.
6. The Board shall serve all functions necessary to make the LaBrae High Schools Alumni Hall of Fame Association a reality, including the selection and induction of honorees.

## ARTICLE IV

### SECTION A – ELECTION, SELECTION AND VACANCIES

1. Members of the Board shall be elected or selected at the annual meeting of the Board.
2. The current or retired teachers shall be selected by the remaining members of the Board.
3. Vacancies on the Board shall be filled from the appropriate category by a vote of the remaining members of the Board.

### SECTION B – REMOVAL

1. A member of the Board may be removed by a vote of a majority of the Board.

### SECTION C – OFFICERS

1. The Board shall have the following officers: President, Vice-President, Treasurer and Secretary, and such other officers as the Board shall determine from time to time.
2. All officers shall be elected by the Board for a two (2) year term at the annual meeting and shall take office on February 1.
3. The Treasurer may be bonded in the amount established by the Board.

## ARTICLE V

### SECTION A – SELECTION OF HONOREES

1. An honoree shall be a graduate of the LaBrae High Schools (Leavittsburg, Braceville, Warren Township and LaBrae High Schools).
2. An inductee may receive an honorary diploma by the LaBrae Board of Education, i.e. – the draft, war, hardship, etc.
3. A period of at least ten (10) or more years must have elapsed between graduation and eligibility for induction into the LaBrae High Schools Alumni Hall of Fame.
4. Recipients may be selected based upon the following criteria:
  - a. Outstanding achievement in vocational pursuits as evidenced by awards and/or honors conferred upon her/him by colleagues, organizations or the government.
  - b. Contributions made to the community and/or government.
  - c. Recognition for some action taken, services provided or exemplary accomplishment.
  - d. Other criteria which may be brought before the Board internally or externally.

## ARTICLE VI

### SECTION A – NOMINATION OF CANDIDATES AND SELECTION PROCESS

1. Anyone may nominate former graduates of the LaBrae High Schools by completing the LaBrae High Schools' Alumni Hall of Fame Nomination Form and returning or e-mailing the completed form to Alumni Hall of Fame, 1001 N. Leavitt Road, Leavittsburg, Ohio 44430-9644 or [www.labrae.k12.oh.us](http://www.labrae.k12.oh.us) or to any current Board member.
2. A copy of the Nomination Form shall be reviewed by the Board in such manner as they shall deem appropriate.
3. A copy of the Nomination Form shall be available on-line at the website of the LaBrae Local Schools ([www.labrae.k12.oh.us](http://www.labrae.k12.oh.us)) or from any Board member.
4. All Nomination Forms must be submitted to the Alumni Hall of Fame, via e-mail or by mail on or before June 1 of each year.
5. It shall be the responsibility of the Board to meet as often as is necessary to screen potential nominees, determine the final selections and to announce the honorees selected to the news media.
6. Nomination Forms shall be kept on file for review for five (5) years after it is initially submitted.

## ARTICLE VII

### SECTION A – PLANNING INDUCTION CEREMONIES

1. It shall be the responsibility of the Board to plan the induction ceremonies, including the following:
  - a. Plan the induction program.
  - b. Establish the date and location of the ceremony.
  - c. Notify the inductees and the person who nominated them.
  - d. Carry out any other activities which are deemed necessary to promote and fund the LaBrae High Schools Alumni Hall of Fame Association induction.

## ARTICLE VIII

### SECTION A – AWARD AND LOCATION

1. Each honoree shall be a guest of the LaBrae Local Schools and receive a plaque at the induction ceremonies.
2. Recognition of the inductee shall be displayed in a prominent location at LaBrae High School.

## ARTICLE IX

### SECTION A – RECORD KEEPING AND FINANCIAL MATTERS

1. The President and Secretary shall retain all correspondence and all materials pertinent to this organization.
2. The Vice-President shall conduct the meetings in the absence of the President.
3. The Secretary shall record the minutes of each meeting.
4. The Treasurer shall submit a written financial report to the board at each business meeting.
5. The fiscal year will begin on January 1 and end on December 31.
6. All checks shall be signed by the Treasurer.

## ARTICLE X

### SECTION A – AMENDMENTS TO BY-LAWS

1. The by-laws of this organization may be amended by a vote of a majority of the members of the Board, at any meeting of the Board.

Bylaws amended by the Board's consensus on October 8, 2014