



Association of Godby Graduates
By-Laws

Mission Statement

The Association of Godby Graduates is committed to supporting and maintaining strong academics at Godby High School. We believe that Godby High School should strive to provide high academic achievement. The Association of Godby Graduates will be Godby High School's Academic Booster Club. The Association of Godby Graduates will assist Godby High School in any means necessary in support of student academic achievement and in a program recognizing academic excellence. The Association of Godby Graduates' goal is to encourage all students to achieve academic excellence.

ARTICLE I

Name: The official name of Godby High's alumni association shall be:
"Association of Godby Graduates"
The association may also be known as the AGG.

ARTICLE II

Purpose: In addition to the support of the mission statement above, the AGG will:

- * Promote a positive Godby High School image to the community.
- * Promote a spirit of positive communication and networking among Godby High graduates.
- * Provide reunion services.

ARTICLE III

Membership: 1) Godby High graduates will be the primary source of membership.
2) Parents, faculty, administration, staff, friends and current students are encouraged to join.

Dues: 3a) A dues structure shall be established by the Executive Committee at the September business meeting for the following calendar year.
3b) An identification card will be provided for all dues-paying members.
3c) Only dues-paying of the AGG who are Godby Graduates members will be permitted to vote on agenda items at the AGG business meetings.

ARTICLE IV

Business Meetings: The AGG will conduct three business meetings annually. The president may call special meetings of the AGG as needed.
The three business meetings and required discussions will occur as follows:

- 1) January: Vote on the evaluation letter of the director
Treasury report
Election of the vice president
- 2) May: Treasury report / Scholarship Committee report

- 3) September: Adopt budget for the following calendar year
 Adopt dues structure for the following year
 Decide the number of scholarships
 Treasury report
**President appointments to Scholarship and
 Hall of Fame Committees**

ARTICLE V

Officers:

- President:** The AGG president will serve the association for one year upon completion of his/her tenure as vice president. The term shall be from the January business meeting to the following January meeting.
- Duties:** The president's duties shall include but not be limited to:
 presiding over business meetings, calling for votes, approving agendas, awarding scholarships on Senior Awards Night and being spokesman and emissary for the AGG.
- Vice President:** A vice president will be elected at the January business meeting each year. This election will occur as the last order of business during the January meeting. Nominations will be made from the floor. The election will occur immediately following the nominations. Only members of the Executive Committee may make nominations and/or vote. It is the intent of these By-Laws that the term of the vice president will be for one year followed by serving the AGG for an additional year as president. Should an individual not be able to complete his or her term, a special election shall be held.
- Duties:** The duties of the vice president shall include but not be limited to:
 acting in the absence of the president and serving as chairperson of the Scholarship Committee.
- Director/Secretary:** A director/secretary will be appointed by the Godby High School principal. The director/secretary may serve multiple terms. The principal shall make every effort to appoint a Godby High graduate.
- Evaluation:** The AGG president will submit to the principal an evaluation letter of the director. This letter shall be voted on by the Executive Committee during the January meeting. The evaluation letter can be submitted to the principal with the approval of the Executive Committee or be submitted with the Executive Committee's dissent.
- Duties:** The duties of the director/secretary shall include but not be limited to:
- * To staff all AGG business meetings **and standing committees.**
 - * To prepare the agenda for approval of the president.
 - * To keep the minutes of all business meetings.
 - * To keep up-to-date financial records of the AGG.
 - * To report the financial records at each business meeting.
 - * To keep an alumni web site.
 - * To answer alumni calls to the school.
 - * To facilitate reunion services.
 - * To routinely communicate all relative matters to the president, vice president and principal.
 - * To continuously keep an updated list of dues-paying members.

- Class Delegate: Each class may have two voting class delegates at AGG business meetings. Each class will decide prior to each meeting who shall be the two class delegates. Representation of each class depends on the attendance of delegates present at the AGG business meetings.
- Duties: The duties of class delegates shall include but not be limited to:
- * Voting on agenda items at business meetings.
 - * Nominating a candidate for vice president (only a class delegate may be nominated for vice president).
 - * Voting for a candidate for vice president.
- Executive Committee: The Executive Committee will consist of the president, vice president, director/secretary (if a Godby graduate) and class delegates present during an AGG business meeting.
- Duties: The duties of the Executive Committee shall be to hold and conduct the AGG business meetings.

ARTICLE VI

- Voting Membership: The voting membership is the Executive Committee. All Executive Committee members must be Godby graduates, and membership dues must be paid and current.

ARTICLE VII

- Standing Committees: The AGG will establish **three** standing committees. The AGG may establish additional standing committees by a majority vote of the Executive Committee. The **three** standing committees are:
- The Scholarship Committee:
- Four persons will form the Scholarship Committee. The four persons shall be: the vice president to serve as chairperson; one member appointed from the Executive Committee by the president and two persons appointed by the principal from the Godby High staff. The principal shall make an effort to appoint Godby graduates.
- Duties:
- * To set and amend criteria for consideration.
 - * To conduct and oversee the application process.
 - * To select the honorees.
 - * To report to the Executive Committee.
- Budget: A Scholarship Committee budget will be established by the Executive Committee at the September business meeting. This budget will be called the Scholarship Fund. The Scholarship Committee will then make a recommendation for approval to the Executive Committee as to the number of honorees and money awarded based on the established Scholarship Fund.
- Terms:
- * The vice president shall serve for one year upon his or her election (January to January).
 - * The president shall appointment a member of the Executive Committee to the Scholarship Committee during the September meeting at the conclusion of budget discussions (September to September).
 - * The principal shall appoint the two members from the Godby staff in January (January to January).

Hall of Fame Committee:

A Hall of Fame Committee shall be established. The President will serve as Chair and will select four other AGG members to form the Hall of Fame Committee.

Duties: Duties for the committee shall include but not limited to:

- **To set and amend Hall of Fame criteria for consideration.**
- **To post said criteria on the alumni web site.**
- **To create and post an application form on the web site.**
- **To set a timeline and conduct/oversee the application process.**
- **To select honorees.**
- **To report to the Executive Committee.**
- **To host a Hall of Fame event in February.**

Budget: Hall of Fame costs shall be paid by the proceeds from the Hall of fame event.

The Social Committee:

A Social Committee shall be established. Any member of the AGG may serve on the Social Committee. The president may appoint a chair or leave the matter to the committee.

Duties: Duties for the committee shall include but not be limited to:

- **Host a fundraiser annually to benefit the AGG Scholarship Fund.**
- **Host a reception for graduates at the Godby Homecoming Football Game.**
- **Provide refreshments for AGG business meetings.**

A budget will be approved for the Social Committee at the September business meeting.

ARTICLE VIII

Ad-Hoc Committees: An Ad-Hoc committee may be established during any business meeting. The president may form an Ad-Hoc committee and appoint the chair and members, or the Executive Committee may do so by majority vote.

ARTICLE IX

Budget & Finances: The director will be responsible for the financial accounts of the AGG. The AGG funds will be held in a Godby High Internal Account unless otherwise directed by the Executive Committee. The director will work closely with the Godby bookkeeper to insure integrity of the Internal Account. The Director will provide a financial report to members at each business meeting. Financial reports will be made available on the Godby Alumni Web Site. The director will make budget recommendations to the Executive Committee each September for the following calendar year. The budget recommendation will be made available on the alumni web site 30 days prior to the September business meeting. The fiscal budget of the AGG will track the calendar year.

ARTICLE X

Meeting Agenda: The director will work closely with the president to establish the agenda for the coming business meeting. A date, time, place and agenda will be agreed upon by the director and president. This information will be posted on the Godby Alumni Web Site

30 days prior to the AGG business meeting. Notice of all business meetings will be disseminated through the alumni listserv.

ARTICLE XI

Minutes: Minutes of the AGG business meetings will be the responsibility of the director. Abbreviated minutes will be kept at a minimum. The director will have 14 days to provide to the president and vice president a draft copy of the business meeting minutes for comment and amending. The president and vice president will have 7 days to reply. The director shall then post on the Godby Alumni Web Site completed business meeting minutes by the 30th day.

ARTICLE XII

Special Elections: In the event that there is a premature vacancy for vice president, there will be a special election held at the next scheduled business meeting. The election will be held in the same manner that the normal election is held. The term will be for the remainder of the vice president's term, at which time the newly elected vice president will assume the role of president.
In the event the president is unable to complete the term, the vice president shall assume the president's role. A special election shall be held at the next business meeting to fill the new vacancy for vice president. The new president shall fulfill the remainder of this term in addition to the term he/she had otherwise intended. The new vice president shall be vice president for the uncompleted term and an additional full term.

ARTICLE XIII

Amendments to By-Laws: Amendments to the By-Laws may be made at any business meeting. A proposed amendment change must be on the agenda and posted 30 days prior to a business meeting. A change to the By-Laws will require a majority vote by the Executive Committee.