

**CLASS OF 1967**  
**REUNION COMMITTEE BYLAWS**

**ARTICLE I – NAME**

The name of this organization will be Ribault Class of '67 (Class) Reunion Committee (Committee).

**ARTICLE II – PURPOSE**

The purpose of the Committee is to plan and organize activities of the Class of '67. These activities will include, but not be limited to, reunions, birthday parties special occasions, fund raising, and volunteer opportunities.

**ARTICLE III – MEMBERSHIP**

**Section 1 - General**

Membership on the Committee will be open to any and all individuals who graduated with the Ribault Class of '67. Spouses are also welcome to participate on the Committee but will not have a vote on Committee matters.

**Section 2 – Requirements**

Being a member of the Committee has no special requirements of time given or attendance at meetings. Anyone who makes contributions of any nature – time, information, labor, ideas, thoughts, energy and support to the business of the organization will be recognized as a member of the Committee.

**Section 3 – Voting**

**Subsection A – Regular Meetings**

- One vote is attributed to each Committee member who is a graduate of the Class.
- Though spouses are welcome to participate on the Committee they will not be a voting member.
- In order to cast a vote the Committee member must be present at a regular meeting.
- Decisions will be made by majority vote defined as fifty percent of those in attendance plus one (50% plus 1).
- The Chairman will be the deciding vote in case of a tie.

- All votes will be by a show of hands unless the Chairman determines that the topic may be of sensitive nature and then the vote can be taken by written ballot at the Chairman's discretion.

### **Subsection B – Special Meetings**

- A special meeting may be called by the Chairman as deemed necessary.
- Only current members of the Committee may vote at a special meeting.
- Members are encouraged to be in attendance at a special meeting but if they are unable to do so may be allowed to vote by email sent to the Chairman prior to the designated day of the special meeting. This means that the Chairman must receive the vote a minimum of one day before the date of the special meeting.
- Rules regarding voting at special meeting will be consistent with the process used at regular meetings.

## **ARTICLE IV – OFFICERS**

The officers of the Committee will be: Chairman, Vice Chairman, Secretary, and Treasurer.

### **Section 1 – Eligibility**

To be eligible to serve as an officer of the Committee one must live in the Jacksonville area (Jacksonville, Yulee, Callahan, Fernandina, Jacksonville Beaches, Orange Park, Macclenny, St. Johns County for example).

### **Section 2 – Term of Office**

Officers of the Committee will serve for a term of five (5) years from reunion to reunion. An officer may serve for more than five (5) years but must be elected to do so.

### **Section 3 – Nominations**

Any member of the Class may submit a nomination for any position. All nominations will be submitted to the Chairman a minimum of two (2) weeks prior to the date designated for the election. Before a nomination is submitted the nominator should be sure that the person nominated lives in the Jacksonville area, is a graduate of the Class of '67 and is willing to serve in the position for which they are being nominated.

NOTE: No nominations from the floor will be accepted.

#### **Section 4 – Election of Officers**

- The Chairman will receive all nominations, confirm that each nominee meets the requirement of living in the Jacksonville area and is a graduate of the Class and is willing to serve.
- The Chairman will create a written ballot of the nominees for each office.
- Current members of the Committee will be provided a ballot at the election meeting. A current member is described as having served on the Committee at the time of the reunion. Members joining after the reunion will not be eligible to vote until the next election.
- The election will take place at the next regular meeting following the nomination deadline.
- Ballots will be counted by two (2) members of the Committee who are designated by the Chairman and are not up for election.
- The election of an officer will be determined by fifty percent plus one (50% plus 1) of those casting a vote.
- Committee members must be present to vote in an election.

#### **Section 5 – Special Election**

- A special election will be held when a current officer, other than the Chairman, either vacates the office by submitting a resignation or becomes unable to serve. (Should the Chairman become unable to serve, the Vice Chairman will assume the duties of the Chairman.)
- The Chairman will contact nominees for the subject of the special election from the original ballot list and determine if they still want to be placed on the ballot.
- Nominations will be solicited from members of the Class using the Webpage and through an email sent to the Class.
- The timing and procedure for the special election will follow the same process as for a regular election.
- A member elected in a special election will serve out the term of the person they are replacing.

#### **Section 6 – Duties of Officers**

##### **Subsection A – Chairman**

The Chairman of the Committee will:

- preside over all activities of the Committee
- set the agenda for each meeting

- notify Committee members of all meeting and activity dates
- oversee and implement all decisions of the Committee
- coordinate and determine what, when and how information is distributed to the Class
- work with the Treasurer to ensure that funds are used in accordance with the direction of the Committee
- assign tasks to Committee members as appropriate for various activities
- appoint the chairman for (unless otherwise designated) and work closely with all standing committees
- have signature on the Class bank account along with the Treasurer though only one signature will be required on checks
- perform other tasks as directed by the Committee or that are deemed appropriate

### **Subsection B – Vice Chairman**

The Vice Chairman of the Committee will

- serve in place of the Chairman when the Chairman is unable to attend to the duties of the office
- assume the position of Chairman if the Chairman vacates the office
- perform all tasks designated by the Chairman and the Committee

### **Subsection C – Secretary**

The Secretary of the Committee will:

- be responsible for taking the minutes of the meetings
- have the minutes approved by the Committee at the next regular meeting
- forward the minutes to the Class Webmaster for publication
- send out correspondence as designated by the Chairman and/or the Committee
- assume other responsibilities as requested by the Chairman and/or the Committee
- chair the Communications Standing Committee

### **Subsection D – Treasurer**

The Treasurer of the Committee will:

- oversee all financial activities of the Committee
- serve as chairman of the Finance Standing Committee

- be responsible for receiving and distributing all funds
- reconcile monthly bank statements and other financial activities and will report this information to the Committee at each meeting
- have signature on the Class bank account along with the Chairman though only one signature will be required on checks.

### **ARTICLE V – STANDING COMMITTEES**

The Standing Committees will be a subset of the total Committee. The Standing Committees will be as follows:

- **Communications:** Will be chaired by the Secretary. The duties of this committee will be to ensure that all information pertaining to Class activities is shared with Class members. This standing committee will include the Chairman of the reunion committee, the Secretary, Webmaster and other members as needed. The Chairman of the Reunion Committee will direct the release of information.
- **Event Planning:** The Chairman will designate someone to lead this committee and will seek volunteers to serve. This committee will design, plan and implement activities of the Class as directed by the Reunion Committee.
- **Finance** – Will be chaired by the Treasurer and will oversee all financial matters of the Committee.
- **Fund Raising** – The Chairman will designate someone to lead this committee and will seek volunteers to serve. The fund raising committee will design and implement projects to raise funding for various Class activities as approved by the Reunion Committee.
- **Parliamentary** – The Chairman will designate someone to lead this committee and will designate that individual as the Parliamentarian for the Reunion Committee. Volunteers will be employed as needed. The Parliamentarian will monitor the proceedings of the Reunion Committee to ensure compliance with both the bylaws and Roberts Rules of Order.

All standing committees will operate at the direction of the Chairman and the Committee. All standing committees will report to the whole Reunion Committee at each meeting.

**ARTICLE VI – MEETINGS**

Meetings will be held at the discretion of the Chairman in coordination with the Committee. A regular schedule of meetings will be set up at least one year prior to reunions and birthday parties. During the interim when major events are not being planned the Chairman will call meetings as needed.

**ARTICLE VII – REVISION OF BYLAWS**

The bylaws may be amended, altered or repealed by a proposal submitted, in writing, to the Chairman and the Secretary of the Committee. Any member of the Class is eligible to submit a proposal for change to the bylaws. A proposed change will be read to the Committee at the next regular meeting and the floor will be open for discussion. The proposal will then be placed on the agenda for the following regular meeting for voting. To vote the Committee member must be present and passing of the proposal will require a majority of those present which is fifty percent plus one (50% plus 1).

**ARTICLE VIII – DISSOLUTION OF THE COMMITTEE**

Should the Ribault Class of '67 Reunion Committee dissolve, the decision of how funds and other property of the Class will be distributed will be determined by the Committee.

**APPROVAL OF BYLAWS BY THE RIBAUTL CLASS OF '67 REUNION COMMITTEE IS HEREBY ACKNOWLEDGED BY THE FOLLOWING:**

**CHAIRMAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WITNESS** \_\_\_\_\_ **DATE** \_\_\_\_\_