



AMERICAN HUMANICS NATIONAL ALUMNI ASSOCIATION

BYLAWS

Article I – Name

Section 1. Name. The name of the association is the American Humanics National Alumni Association, hereafter referred to as AHNAA.

Article II – Purpose

Section 1. Purpose. The purpose of this association is to support the programs, operations, and future development of the American Humanics Program and its alumni on a national level. The association will strengthen relationships among alumni of the American Humanics program, current American Humanics students, and private and nonprofit sector leaders.

Mission: To create and sustain opportunities for American Humanics alumni and contribute to the success of the American Humanics program on a national level.

Article III – Membership

Section 1. Eligibility. Anyone who has earned a certified American Humanics Certificate is eligible for membership.

A. Membership dues will be collected from every member of the AHNAA in the amount of one hundred and twenty dollars each year. These dues will be used by the AHNAA for growth, information sharing and the continuation of the AHNAA.

B. All alumni, as defined by the American Humanics National office, who graduated on or before the date of January 6, 2005 will be given automatic membership to AHNAA.

Section 2. Voting Rights. Each member has a right to vote, made in person or by absentee ballot.

Article IV – Officers

Section 1. Officers. The officers of the AHNAA (Executive Committee) shall be the President, Vice President, Secretary, Treasurer, and AHMI Liaison. Officers will be elected by majority vote at the annual meeting held during the American Humanics Management Institute. The Executive Committee will oversee the nomination process for successor. The AHMI Liaison position is an appointed position to be decided by Executive Committee during fall quarter meeting.

Section 2. Terms of Office. The term of office for the officers shall be from annual meeting to annual meeting. All officers except the Alumni Liaison are elected for a term of two years and will serve until such time their successor is elected.

Section 3. Vacancy of Office. A vacancy in any elective office shall be filled by a consensus of the Executive Committee.

Section 4. Duties of Officers. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws and in the adopted parliamentary authority.

- A. The President shall:
 - 1. Preside at the annual meeting of the AHNAA
 - 2. Be the official spokesperson for the Association
 - 3. Serve as liaison to American Humanics National Staff
 - 4. Appoint all Committee Chairs
 - 5. Serve on the Executive Committee
 - 6. Serve in an advisory capacity for one year after term
 - 7. Provide representation at the national level by serving on the AHN Board of Directors

- B. The Vice President shall:
 - 1. In the absence of the President perform the duties of that office
 - 2. Help coordinate and oversee Committees. Committees to report directly to VP
 - 3. Serve on the Executive Committee of the AHNAA
 - 4. Assist the President in such duties as he or she shall assign

- C. The Secretary shall:
 - 1. Record the minutes of all meetings of the AHNAA and provide minutes via e-mail or hard copy to active members
 - 2. Direct the announcement of meetings
 - 3. Manage the maintenance and upkeep of the membership roster with support from the National Office Staff
 - 4. Serve on the Executive Committee of the AHNAA
 - 5. Post summary of meetings and decisions at meetings to general membership

- D. The Treasurer shall:
 - 1. Supervise the finances of the Association
 - 2. Maintain the financial records of the AHNAA with support of the National Office Staff
 - 3. Submit a yearly report at the annual meeting
 - 4. Serve on the Executive Committee of the AHNAA

- E. The AHMI Liaison shall:
 - 1. Contact local schools of AHMI location with AH programs to get local alumni involved.
 - 2. Serve as the national liaison to encourage all alumni to get involved
 - 3. Serve on the AHMI student advisory council
 - 4. Serve as representative on the host committee.
 - 5. Coordinate alumni activities for AHMI.
 - 6. Serve on the Executive Committee of the AHNAA

Article V – Committees

Section 1. Duties and Composition. Committees shall perform such duties or functions as may be delegated to them by the Executive Committee. A majority of the members of each committee present at any meeting shall constitute a quorum. Committees shall keep records and accounts of their meetings. Any action taken by a Committee shall be reported to the Vice President.

- A. Activities Committee – This committee recommends, develops and participates in the enactment of activities for alumni to participate.
- B. Membership Committee – This committee recommends, develops and implements activities to recruit and retain membership and liaison for each school. Create, develop, and oversee membership database and website.
- C. Fundraising and Development Committee – This committee recommends, develops and implements activities to support the programs and operations of local American Humanics programs.
- D. Other committees may be formed as deemed necessary by the AHNAA.

Article VI – Meetings

Section 1. Annual Meeting. Meetings of the general membership shall be held in conjunction with the American Humanics Management Institute.

- A. A quorum for the general membership meeting shall be those active members present and voting.

Section 2. Officer meetings. Officers shall hold a minimum of two meetings per year at such time and place as the majority of the members decide. One meeting will be held during the annual American Humanics Management Institute, with consecutive meetings held per quarter. Special meetings will be held as deemed necessary by the officers of the AHNAA.

Article VII – Fiscal Year

Section 1. Fiscal Year. The fiscal year shall match that of the American Humanics National Office, beginning July 1 and ending June 30.