

GREEN B. TRIMBLE TECHNICAL ALUMNI ASSOCIATION INC. BYLAWS INC.

ARTICLE I. NAME AND PURPOSE

Section 1. Name. The name of the organization shall be the **Green B. Trimble Technical Alumni Association Inc.**, hereinafter referred to as the "Association".

Section 2. Purpose. The Association, shall have for its purposes:

- (a) to maintain the relationship of alumni to **Green B. Trimble Technical High School** (the "School") and to each other through written and other communications, and social, academic and other events,
- (b) to render aid and cooperation to the School in order to facilitate academic and extracurricular programs and other student activities
- (c) to award scholarships and other grants to deserving students of the School, and
- (d) to raise funds, by dues, contributions, events and otherwise, in order to support those activities which result in the furtherance of items (a) through (c) above.

Section 3. General.

- (a) The Association's principal office shall be at the School, presently located at 1003 W Cannon St, Fort Worth, Texas 76104. A separate mailing address may be designated at a later time.
- (b) The Association shall have as its fiscal year the period from October 1 to September 30.
- (c) All moneys of the Association shall be deposited with financial institutions accredited by and located in the United States and in accordance with the Texas Business Organizations Code (TBOC).

(d) There shall be kept correct books of account of the activities and transactions of the Association including a minute book which shall contain a copy of these Bylaws plus all minutes of meetings of the Executive Committee ("Board") and its committees, as well as all other records of the Association.

ARTICLE II. MEMBERSHIP

Section 1. Classes of Membership. There shall be the following classes of membership in the Association:

(a) **Active Members.** There shall be one class of voting membership consisting of individuals who attended the School and who have paid their annual dues. Alumni Members shall be eligible to vote in elections of the Association, serve on the Board, serve on committees of the Board and hold leadership positions within the organization.

(b) **Honorary Members.** There shall be an honorary membership class consisting of persons, selected by the Board from time to time at a regularly scheduled meeting, who have made significant contributions to the School or the Association but did not attend the School. Honorary Members shall have no right to vote, to hold office in, or to serve on the Board of the Association and shall not have to pay dues. Honorary Members may serve on committees (but may not chair a committee).

(c) **General Members.** There shall be a class of members consisting of all former students of the School who have not paid their dues. General Members may participate in meetings and events but do not have voting rights and are not eligible to hold office or serve on committees.

Section 2. Membership Dues.

- (a) Membership dues are \$40 annually. Renewal is due the following year by the end of the month of your membership start date. For example, membership dues paid September 2024 are due by September 30, 2025.
- (b) The Board may adjust the amount of membership dues or add membership levels/tiers at their discretion, with written notice to all members at least 30 days prior to the change.
- (c) Members who fail to pay their dues shall be considered delinquent and may be subject to suspension of Active Membership privileges until payment is made in full.
- (d) Only members who are current on their dues shall be considered in good standing and eligible for membership privileges, vote at meetings or hold leadership positions within the organization.

Section 3. Revocation and Suspension.

The rights and privileges of any Member of the Association, except Officers, may be revoked or suspended for cause adversely impacting the Association or the School at any duly noticed Board meeting, after two weeks written notice of intent to take such action, by a majority vote of the Board then in office.

ARTICLE III. GENERAL MEETING

Section 1. Annual General Meeting. An Annual General Meeting of the Members of the Association shall be held during the second half of each calendar year at such date, time and place as the Board shall determine. Due written notice of such meeting shall be given. The purpose of the meeting shall be for the election of Members to the Board during an election year and/or for voting on any other issues the Board may wish to present to the Members. Only Active Members shall be entitled to cast votes. When a quorum is present at an Annual General Meeting, the election of members to the Board shall be determined by a plurality of the votes cast by the Alumni Members, whereby each Alumni Member may vote for one individual for each Board seat up for election.

Section 2. Quorum. There shall be required a minimum of either fifteen (15) Alumni Members or five (5) percent of the total voting membership, whichever is less, present in person or by proxy, to constitute a quorum at an Annual General Meeting.

Section 3. Rules of Order. The presiding officer may, at his or her discretion, use Robert's Rules of Order to conduct the meeting.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1. General. The Association shall be governed by an Executive Committee (Board) consisting of the elected Officers. The Board shall be responsible for the management, oversight and active conduct of the affairs of the Association. The Board shall meet after due notice not less than once every three (3) months. More than one third of the members of the Board then in office shall constitute a quorum. The presiding officer may, at his or her discretion, use Robert's Rules of Order to conduct the meeting.

Section 2. Term of Office. Election of the Board will be held at the Annual General Meeting of an election year. The term of office shall be 2 years, with officers eligible for re-election. The results of the election shall be announced at the Annual General Meeting. The term of office shall begin the 1st of January of the following year. In the event of a vacancy in any office other than the President, a successor to fill the unexpired portion of the term shall be elected by majority vote of the Board and shall take office for the unexpired portion of the term.

Section 3. Nominating and Election Procedures. An Election Committee will be formed to handle all nominating and election procedures during an election year or as needed for vacancies.

Section 4. Action Without a Meeting. Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if more than one third of the members of the Board or such committee consent in writing to the adoption of a resolution authorizing the action. Such resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

Section 5. Participation by Telecommunications Equipment. Any one or more members of the Board or any committee thereof may, where practical, participate in a meeting of the Board or such committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear one another at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 6. Removal. Any Executive Member of the Association may be removed or suspended for cause adversely impacting the Association or the School after a motion made and carried by a simple majority vote at a duly noticed Board meeting, followed by two weeks written notice of intent to take such action, and a vote carried at a subsequent Board meeting by a two-thirds majority of the Board then in office.

ARTICLE V. OFFICERS

Section 1. General.

(a) The Officers of the Association shall be: President, Vice President, Treasurer, Secretary, and Historian.

(b) All Officers must be in good standing and members of the Board.

Section 2. Duties of Officers. The duties of the officers shall be:

(a) **President.** The President shall preside at all meetings of the Board and the Annual General Meeting and shall be a member ex-officio of all committees. The President shall, with the advice of the Board, appoint committee chairs and committee members. The President ensures that meetings and processes adhere to parliamentary procedure and bylaws. Chairs the Bylaws committee and responsible for amendments or updates to the bylaws. The President shall provide general direction for the affairs of the Association and shall have all powers necessary and incident thereto.

(b) **Vice President.** The Vice President shall act as assistant to the President, in their respective order, and shall perform the duties of the President in his or her absence, including presiding at meetings of the Board and the Annual General Meeting. They shall be assigned specific duties by the President.

(c) **Secretary.** The Secretary shall serve as Corporate Secretary of the Association and be responsible for the keeping of accurate and complete records of the Association, including the proceedings of the Board and the Annual General Meeting, recording all discussions and decisions, distributing minutes, maintaining organized records, and ensuring compliance with legal and organizational requirements. The Secretary manages all official correspondence and materials of the Association, maintains communications with those outside the entity, including business partners, financial institutions, and officers of other entities. The Secretary presents the public voice of the organization, is typically part of the executive leadership of the entity and aids in managerial duties as needed.

(d) **Treasurer.** The Treasurer shall be responsible for the financial operations of the Association including the custody of all moneys of the Association, collecting dues and other receipts, choosing accounting services, and establishing adequate procedures and controls. The Treasurer shall be responsible for generating the budget, monitoring variances in the budget, keeping an accurate record of receipts and expenditures and issuing regular financial reports to the Board. The Treasurer shall make the financial records available for an annual audit of the Association.

(e) **Historian.** The Historian maintains a record of the Association and School history and significant events. Archives important documents, photographs and memorabilia.

Section 3. Removal. Any officer of the Association may be removed or suspended for cause adversely impacting the Association or the School after a motion made and carried by a simple majority vote at a duly noticed Board meeting, followed by two weeks written notice of intent to take such action, and a vote carried at a subsequent Board meeting by a two-thirds majority of the Board then in office.

Section 4. Vacancies

(a) In the event that the Office of the President becomes vacant as a result of retirement, resignation, removal, death, or any other reason, the Office shall be succeeded for the unexpired portion of the term by the Vice President.

(b) In the event of a vacancy in any office other than the President, a successor to fill the unexpired portion of the term shall be elected by the Board.

ARTICLE VI. STANDING COMMITTEES

Section 1. General.

(a) Standing committees shall be created and have the power to perform the functions specified below, any functions incident thereto, and any other functions that may be assigned to them by the Board. All committee activities shall be subject to review by the Board. Except as otherwise stated, standing committees shall report regularly to the Board.

(b) Each committee shall have no fewer than three (3) members.

Section 2. Executive Committee

(a) The Executive Committee shall consist of the officers of the Association. The committee shall be chaired by the President. The committee shall have all the authority to conduct the affairs of the Association (See Article IV).

(b) Actions of the committee shall require a majority. The committee shall report to the Board on any actions taken at the next scheduled Board meeting.

Section 3. Programs and Events. The Reunions and Events Committee is responsible for organizing homecoming, programs and other fundraising events. The committee is also responsible for organizing events that connect the School, the alumni and the students.

Section 4. Communications. The Communications Committee shall be responsible for regular Association communications including, but not limited to, the Alumni Facebook page, presence in social media and maintenance of the TTAA website. The committee is responsible for compliance of the rules governing the Alumni Facebook page and Alumni Website, which shall be posted on the respective sites.

Section 5. Finance. The Finance Committee shall be responsible for investment strategy and reviewing financial performance. The Treasurer shall serve on this committee.

(a) The committee shall review all requests for Association funds from the School, student groups, departments, teams, and other groups. The committee shall approve or disapprove requests that are at or beneath the dollar limit that shall be set by the Board.

(b) The committee shall be responsible for ensuring that a monthly activity report is provided to the Board. The committee shall ensure that all allocations are made and spent consistent with the stated purposes of the Association.

(c) The committee, working with the Treasurer, shall ensure that all monies designated for the Fund, either by the dues, donor or by the Board, are made available to the Fund. In addition, at the end of each fiscal year of the Association, the Association may retain funds of the previous fiscal year's operating budget for cash flow purposes.

Section 6. Scholarship & Awards.

(a) The committee shall, establish procedures for applying for, and criteria for granting, scholarships, grants, and other financial assistance.

(b) The committee shall review all individual student applications for assistance and determine, in its judgment, which applicants are entitled to assistance and the amount of such assistance.

Section 7. Membership.

(a) The Membership Committee shall maintain accurate records pertaining to the Members of the Association including, but not limited to, dues payments and current contact information. The committee shall be responsible for the safeguarding of such information in accordance with applicable laws and Association policies.

(b) The committee shall be responsible for recruiting new Alumni Members and for passing upon or recommending for membership those candidates who meet the qualifications.

(c) The committee shall manage the role and responsibilities of the "Class Representatives" and serve as liaison between representatives, the Board and School.

(d) The committee shall annually review membership qualifications and the dues schedule.

Section 8. School Outreach. The School Outreach Committee is responsible for fostering a strong sense of community among the Association, the School's staff, administration, and students.

(a) The committee shall render aid and cooperation to the School in order to facilitate academic and extracurricular programs and other student activities, including the Mentorship Program, Booster Club and volunteerism.

(b) The committee shall manage the award of scholarships and other grants, in collaboration with the Scholarship & Awards committee, to deserving students of the School.

(c) To raise funds by dues, contributions, events and otherwise, in order to support those activities which result in the furtherance of (a) and (b) above.

Section 9. Community Outreach. The Community Outreach Committee facilitates and promotes initiatives and programs that benefit the community and encourage alumni involvement in service projects.

Section 10. Special. The Board may create such special committees as deemed desirable. The members of any such committee shall be appointed by the President with the advice of the Board. Special committees shall have only such powers as are specifically delegated to them by the Board, and as are permitted by law. Special committees shall serve at the pleasure of the Board.

ARTICLE VII. SCHOLARSHIP OBLIGATIONS

Section 1. Board Obligations. The Association and its Directors shall have no obligation to applicants to award, or to recipients to continue, any scholarship, award, or grant, and it or they may grant or deny the same in their honest judgment, and no liability on them shall be imposed thereby.

Section 2. Recipient Obligations. No obligation for repayment of any such funds awarded shall be imposed on the recipients unless otherwise specified upon the award of the funds.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Bylaws. These Bylaws may be amended by a motion made and carried by a two-thirds majority of the Board then in office at a duly noticed Board meeting, setting forth written notice of intent to take such action, or by a simple majority vote of the entire voting classes of membership of the Association, by way of a referendum.

ARTICLE IX. DISSOLUTION OF ASSOCIATION

Section 1. Dissolution of Association. In the event of the dissolution or liquidation of the Association, the Board shall donate any assets then owned by the Association to the School or an organization which supports the School and which satisfies Section 501(c)(3) of the Internal Revenue Code, and as further required by the TBOC.

ARTICLE X. EFFECTIVE DATE

These Bylaws shall be effective on March 1, 2025

Amended September 30, 2025

Corrected October 8, 2025