

Turner Tech Eagles Alumni Association

Bylaws and Governance Document

Serving the Alumni of William H. Turner Technical Arts High School – Miami, Florida

Article I: Name The name of this organization shall be the Turner Tech Eagles Alumni Association.

Article II: Mission Statement, Vision, Purpose & Goals

Mission Statement:

The Turner Tech Eagles Alumni Association exists to connect Alumni of William H. Turner Technical Arts High School, promote lifelong engagement, and support the school's mission through networking, mentoring, philanthropy, and community involvement.

Purpose:

- To foster and strengthen the bond among alumni.
- To support the academic and professional success of current students.
- To celebrate and preserve the legacy of Turner Tech.
- To provide a platform for professional networking and career development.
- To organize events that promote school pride, unity, and community service.

Vision Statement:

To create a vibrant, supportive, and inclusive alumni community that contributes to the growth of Turner Tech students and alumni while upholding the values and excellence of the school.

Strategic Goals:

1. Engagement – Build a connected alumni network through digital platforms and in-person events.
2. Support – Offer mentorship, scholarships, and career-building opportunities to current students.

3. Growth – Increase alumni membership and engagement year over year.
 4. Partnerships – Collaborate with Turner Tech staff, administrators, and community partners.
 5. Legacy – Celebrate alumni achievements and preserve the school's heritage.
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Article III: Membership

Section 1: Eligibility membership is open to all graduates, former students, faculty, and administrators of Turner Tech.

Section 2: Classes of membership

- **General Member:** Any eligible person who has registered with the association. \$35 (effective Jan 2026)
- **Honorary Member:** Individuals recognized for exceptional support or contributions to the school or association. (over \$1000 donation during alumni year)
- **Lifetime Member:** Individuals who make a one-time contribution as determined by the board.
- **Fees and qualifications subject to change.**

Section 3: Dues

3.1 Active alumni members shall be required to pay annual dues. These dues will assist in funding scholarships, school drives to support the current Turner Tech student body and staff, and alumni initiatives that will foster networking, resource communities, and growth opportunities. Dues amounts shall be determined and reviewed by the Executive Board. Lifetime membership may be available at a fixed rate. This section is effective as of June 1, 2025.

3.2 Active alumni classes are not required to pay a fee, but must submit a structured leadership/committee/board submitted to the association.

Section 4: Voting rights and participation

Alumni that desire voting rights must be active.

Classes celebrating monumental reunions during a given school year will assume responsibility for serving as key contributors to school initiatives. This includes but is not limited to participation as judges during coronation, involvement in capstone project evaluations, and presence during career day.

Class representatives are required to attend monthly general body meetings to maintain representation and involvement. (4 of 6 per year are required)

A Class Rep may not serve in any capacity on the Executive Board unless their alumni class has an active membership that is less than 25.

For the purposes of voting, an “active member” is defined as any alumnus who has registered with the Association and has paid dues (where applicable), or whose class has submitted an approved leadership structure as outlined in Section 3.2.

Article IV: Officers

Section 1: Elected officers, executive committee, general body

- President
- 1st Vice President (Chair of Events and Engagement)
- 2nd Vice President (Chair of Membership)
- 3rd Vice President (Chair of Student Support and Admin Liaison)
- Secretary
- Corresponding Secretary
- Treasurer
- Financial Secretary
- Parliamentarian
- Communications Chair
- Community Outreach Chair
- Scholarship Chair
- Fundraising Chair
- Eagle Alumni Transition Chair

Section 2: Term of office Each officer shall serve a two-year term, effective June 1, 2025. Consecutive terms are allowed if the voting supports the candidate. officers may be re-elected but may serve a maximum of two consecutive terms in the same position. (except the chartering board)

Section 3: Duties

- **President:** Provides leadership, presides over meetings, and represents the Association in all official matters. Oversees committees and ensures adherence to the bylaws.
- **1st Vice President, Chair of Events:** Assists the President, assumes duties in their absence. Organize alumni events and community programs. Promote alumni engagement through outreach initiatives.
- **2nd Vice President, Chair of Membership:** Assists the President, assumes duties in their absence. Maintain an up-to-date alumni database. Manage communications, including newsletters and social media. Lead recruitment and retention of members.
- **3rd Vice President, Administration Liaison/Student Support:** Assists the President, assumes duties in their absence. Develop programs that connect students with alumni mentors. Coordinate scholarship and internship initiatives. Serve as liaison to school administration for student-related activities.

- **Secretary:** Maintains meeting minutes, official records and documents. record and distribute minutes for all meetings. send notifications for meetings and elections.
- **Corresponding Secretary:** Serves as the official communicator of the Turner Tech Eagles Alumni Association, responsible for managing all external communications, correspondence, and formal notifications on behalf of the organization.
- **Treasurer:** Manage all financial transactions and accounts. prepare annual and quarterly financial reports. develop the annual budget and oversee fundraising efforts.
- **Financial Secretary:** Is responsible for accurately recording, tracking, and reporting all financial transactions of the Turner Tech Eagles Alumni Association. this role works closely with the treasurer to maintain transparency, accountability, and fiscal integrity.
- **Parliamentarian:** Ensures that all meetings and proceedings of the Turner Tech Eagles Alumni Association are conducted in accordance with established parliamentary procedures, organizational bylaws, and Robert's rules of order (or other designated rules). this role supports order, fairness, and efficiency in all official business.
- **Communications Chair:** Oversees outreach, manages social media, and newsletters.
- **Community Outreach Chair:** Develop and implement outreach plans aligned with the organization's mission and goals. identify key communities, organizations, and stakeholders for potential partnerships.
- **Fundraising Chair:** Is responsible for developing and executing strategies to raise funds in support of the organization's programs, events, and scholarships. this role involves coordinating fundraising campaigns, cultivating donor relationships, and collaborating with other committees to meet financial goals.
- **Scholarship Chair:** Oversees the scholarship program, including the creation of eligibility criteria, management of the application process, and coordination of the selection and award distribution. this chair ensures transparency, fairness, and timely recognition of scholarship recipients.
- **Eagle Alumni Transition Chair:** Serves as the primary liaison between graduating seniors and the Turner Tech Eagles Alumni Association. This role is designed to promote alumni engagement from the moment of graduation, ensuring a seamless and intentional transition from student to alumni status.

Section 3: Vacancies and Removal.

In the event an elected officer resigns, is removed, or is otherwise unable to fulfill their term, the Executive Board may appoint an interim replacement. A formal election must be held within 60 days to fill the position if more than six (6) months remain in the term. An officer may be removed by a two-thirds (2/3) vote of the Executive Board due to failure to perform duties, breach of conduct, or violation of the Code of Conduct.

Article V: Meetings

Section 1: Frequency General meetings shall be held quarterly. special meetings may be called by the president or a majority of the executive board.

Section 2: Quorum A quorum shall consist of at least 50% of the executive board members.

Article VI: Committees

The Executive Board may establish standing and ad-hoc committees as needed, including but not limited to:

- Events Committee
- Fundraising Committee
- Membership Committee
- Scholarship Committee
- Class Rep Committee

Each committee, unless voted on, will have a maximum of 15 seats, INCLUDING the chairperson.

Article VII: Elections

Section 1: Nominations A nominating committee will accept nominations 30 days prior to elections.

Section 2: Voting Elections shall be conducted by electronic or in-person ballot. A simple majority is required.

Section 3: Chair Appointments and Executive Elections Clause

Chair positions within the Turner Tech Eagles Alumni Association shall be appointed by the current administration, based on organizational needs and the appointee's qualifications. These appointments are subject to confirmation by the Executive Board.

Executive Board positions (including President, Vice President, Secretary, Treasurer, and Financial Secretary) shall be filled through a general election. Nominations for executive roles must be submitted in accordance with the established nomination procedures, and elections must take place within thirty (30) days of the close of the nomination period. All eligible active members shall have the right to vote.

Exception: This rule does not apply to the chartering interim board established to create the foundation of the association. The interim board was appointed solely for the purpose of launching, structuring, and organizing the association and shall serve until a formal election process is held at the end of the interim term.

Article VIII: Alumni Calendar

Section 1: Runs alongside the school calendar for Miami-Dade County Public Schools

Article IX: Code of Conduct

Section 1: Purpose

The Code of Conduct outlines the expectations for behavior, ethics, and accountability for all officers and class representatives serving within the Turner Tech Eagles Alumni Association. All members holding a leadership position are expected to act in the best interest of the Association and its members, upholding professionalism, integrity, and respect at all times.

Section 2: General Expectations

All officers and class representatives must:

- Represent the mission and vision of the Association with dignity and professionalism.
 - Treat all members, guests, and the public with courtesy and respect.
 - Maintain confidentiality regarding Association matters unless disclosure is authorized.
 - Fulfill their assigned duties with commitment, timeliness, and transparency.
 - Avoid conflicts of interest or self-dealing activities.
 - Refrain from discrimination, harassment, or any behavior that may bring disrepute to the Association.
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Section 3: Class Representative Rules and Regulations

Class Representatives must:

- Serve as a liaison between their graduating class and the Executive Board.
- Attend all scheduled Association meetings or provide timely notice of absence.
- Remain in good financial standing with the Association (pending implementation of dues).

- Actively engage their class in alumni activities, fundraising, and Association events.
- Abstain from divisive or disruptive behavior during meetings or events.
- Refrain from using their position for personal, political, or financial gain.

Violations of these responsibilities may lead to disciplinary action, including removal.

Section 4: Disciplinary Actions and Suspension

Any officer or class representative found to be in violation of the Code of Conduct may be subject to:

- Verbal or written warning
- Temporary suspension of duties
- Formal removal from office

An individual removed from their position will be suspended from holding that role or any equivalent leadership capacity for a period of one (1) calendar year, pending Executive Board review and approval by majority vote. After the suspension period, the individual may reapply for leadership pending good standing and Board approval.

Section 5: Right to Appeal

Any officer or class representative who has been suspended or removed has the right to appeal the decision. The appeal must be submitted in writing to the Executive Board within 10 business days of the notice of suspension/removal.

The Executive Board will:

- Review the appeal during a closed session.
- Allow the individual an opportunity to present supporting evidence.
- Render a decision within 15 business days of receiving the appeal.

The Board's decision on the appeal is final.

Section 6: Conflict of Interest

All officers, class representatives, and committee members must disclose any potential conflicts of interest that could influence their decisions or actions on behalf of the Association. A conflict of interest exists when personal interests interfere with the ability to make unbiased decisions. Individuals must recuse themselves from any discussions or votes where a conflict may arise. Failure to disclose conflicts may result in disciplinary action.

Article X: Amendments

These bylaws may be amended by a two-thirds vote of members present at any regular or special meeting, provided written notice is given 15 days in advance.

Section 2: Review Schedule

These bylaws shall be reviewed by the Executive Board at least once every three (3) years to ensure they remain relevant and effective. Recommendations for updates may be proposed by any active member and must follow the amendment process outlined above.

Article XI: Dissolution

Upon dissolution, any remaining assets shall be donated to William H. Turner Technical Arts High School or a nonprofit organization with a similar mission, as approved by a majority vote of the Executive Board.

Certification: These bylaws were adopted by the membership of the Eagles Alumni Association on July 1, 2025.