

Lititz Watch Technicum Alumni Association

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be “The Lititz Watch Technicum Alumni Association”.

ARTICLE II – PURPOSE

The organization is established as an Affiliate Chapter of the American Watchmakers-Clockmakers Institute. Its purpose is to foster fellowship and networking among alumni of the Lititz Watch Technicum in an effort to further their professional careers and education.

ARTICLE III – GOVERNMENT

This organization shall be governed by this Constitution and its Bylaws and shall conduct business as outlined by *The Standard Code of Parliamentary Procedure* by Alice Sturgis.

ARTICLE IV – MEMBERSHIP

Membership shall be open to any current student or graduate of the Lititz Watch Technicum.

ARTICLE V – DUES

The organization shall make every reasonable effort to operate without recurring dues. Membership shall be obtained by paying a registration fee as specified in the bylaws.

ARTICLE VI – OFFICERS

The officers of this organization shall be a president, a vice-president, a secretary, and a treasurer. They shall be elected by the membership at the Annual Meeting, and shall serve until replaced at a subsequent annual meeting. Their duties shall be outlined in the Bylaws.

ARTICLE VII – COMMITTEES

Sec. 1 – The Executive Committee shall consist of the President, the Vice-President, the Secretary, and the Treasurer.

Sec. 2 – The categories of committees shall be “Standing Committees” and “Special Committees”. The committees shall be appointed by the President and approved by the Executive Committee.

ARTICLE VIII – CONSTITUTIONAL AMENDMENTS

Sec. 1 - A proposed amendment to this Constitution shall be signed by ten or more members and presented to the President of the organization.

Sec. 2 - The proposed amendment to the Constitution shall be distributed to the membership, along with voting instructions. The membership is required to cast their ballots within thirty days after the date they were mailed.

Sec. 3 - Two-thirds of the votes that are received by the Secretary shall be cause for the amendment to take effect immediately.

ARTICLE IX – BYLAWS AMENDMENTS

Sec. 1 - An amendment to the Bylaws may be made by following the same procedure as outlined for constitutional amendments.

Sec. 2 – Amendments to the Bylaws may also be made at the annual meeting, without prior notice, by a two-thirds majority vote of the members present.

BYLAWS

ARTICLE I – MEMBERSHIP

Sec. 1 – Persons interested in becoming a member of this organization are required to complete an application, to pay the registration fee, and prove their affiliation with the Lititz Watch Technicum

Sec. 2 – All members will receive:

- 1) A copy of the Constitution and Bylaws
- 2) An annual list of all current members of this organization, along with their mailing address, phone number(s), and their e-mail address
- 3) A periodic bulletin, including news and technical information

Sec. 3 – All members shall be entitled to vote on all issues brought before the organization.

ARTICLE II – DUES

Sec. 1 – Every reasonable effort should be made to avoid requiring regular dues contributions.

Sec. 2 – Revenue necessary for the operation of this organization shall be by selling advertising in the monthly newsletter and/or through fundraising campaigns.

Sec. 3 – No member will be entitled to any refund of dues or registration fee upon severing connections with this organization.

Sec. 4. -- The registration fee shall be \$50

ARTICLE III – OFFICERS

Sec. 1 – All officers shall serve for a term of one year unless re-elected at the annual meeting. The President shall not be eligible to serve for more than four consecutive terms.

Sec. 2 – All officers shall be selected from the nominees presented from the floor at the Annual Meeting. A majority vote of the members present is required for election.

Sec. 3 – The term of all officers shall begin after their election and continue to the following annual meeting.

Sec. 4 – The President shall be the chief executive officer of the organization, shall preside over all meetings, and shall appoint committees as needed.

Sec. 5 – The Vice-President shall perform all duties of the President during his or her unavailability or incapacitation. The Vice-President shall also assume the office of President until the next annual meeting, in the event of a continuing vacancy.

Sec. 6 – The Secretary shall keep the minutes of all meetings, maintain the membership files, and mail newsletters and all notices to the members.

Sec. 7 – The Treasurer shall keep complete and accurate records of all receipts and expenditures of the organization, shall pay all expenses when due, and shall provide a financial report at each annual meeting.

ARTICLE IV – MEETINGS

Sec. 1 – A membership meeting shall be held annually. The location and date shall be determined by the Executive Committee.

Sec. 2 – Ten percent of the current membership, or a minimum of eight members, shall be considered a quorum for the election of officers and/or conducting the business of this organization.

ARTICLE V – NEWS & INFORMATION BULLETIN

Sec. 1 – This organization shall produce a periodic news and information bulletin.

Sec. 2 – The Editor of the official bulletin of this organization shall be named and approved by the Executive Committee.

Sec. 3 – The bulletin will include news, technical articles, letters, technical questions, advertisements.

Sec. 4 – Members shall be permitted to place notices, requests, and classified ads in the bulletin; there will be no charge for these insertions on a limited basis. The Editor shall determine the acceptability, size, and frequency of material that is provided at no cost to the membership.

Sec. 5 – Advertising rates, for the bulletin, shall be determined by the Executive Committee.

ARTICLE VI – DISTRIBUTION OF MEMBER INFORMATION

Sec. 1 – The names, mailing addresses, phone numbers, and e-mail addresses of all current and paid members of this organization shall be available to all members. This information is for the purpose of sharing information and discussing problems.

Sec. 2 – The mailing list of the membership, along with contact information, shall not be given or sold to anyone.

ARTICLE VII – AFFILIATION WITH THE AWCI

Sec. 1 - This organization shall be an affiliate chapter of the “American Watchmakers-Clockmakers Institute”.

Sec. 2- This organization shall select each year, from its membership, a delegate to attend the annual meeting of the American Watchmakers-Clockmakers Institute.