

TRANSMITTAL LETTER
N0000000854,

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

SUBJECT: Titchfield Alumni Association, Inc.
(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

200003508712--9
-12/20/00--01049--0115
*****87.50 *****87.50

Enclosed is an original and one (1) copy of the articles of incorporation and a check for:

☐ \$70.00
Filing Fee

☐ \$78.75
Filing Fee &
Certificate of
Status

☐ \$78.75
Filing Fee
& Certified Copy

☒ \$87.50
Filing Fee,
Certified Copy
& Certificate

ADDITIONAL COPY REQUIRED

FROM: Edith MARCH
Name (Printed or typed)

2606 N.W. 47th TERRACE
Address

Lauderdale Lakes, FL 33313
City, State & Zip

954-489-8852
Daytime Telephone number

NOTE: Please provide the original and one copy of the articles.

FILED
00 DEC 20 PM 3:22
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

g/12/28

CONSTITUTION AND BY-LAWS
Of the
TITCHFIELD ALUMNI ASSOCIATION, INC.

FILED
00 DEC 20 PM 3:22
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLE I. NAME

The name of the organization shall be "Titchfield Alumni Association, Inc".

ARTICLE II. PRINCIPAL OFFICE

The principal place of business and mailing address of this corporation shall be 2606 NW 47th Terrace, Lauderdale Lakes, Florida 33313.

ARTICLE III. PURPOSE

Section 1. To provide Alumni support, financial and otherwise, to the school directly or indirectly

Section 2. The purpose of the organization shall be to provide a medium of continuity for the members affiliated with their alma mater.

Section 3. To arrange social and cultural interaction between members.

ARTICLE IV. MEMBERSHIP

Section 1. Membership is open to all past students of Titchfield High School, Jamaica, West Indies.

Section 2. A member is a past student who has registered as such and paid his/her annual dues. The annual dues shall be \$30.00 payable on or before March 31.

ARTICLE V. OFFICERS

The officers of the association shall be as follows:

President, Vice President, Secretary, Asst. Secretary, Treasurer,
Committee Directors (5) – Marketing & Public Relations, Fundraising, School
Liaison, Membership Growth, Special Projects

Section 1. The officers shall be elected at the annual general meeting and shall serve for a period of one year.

Section 2. The officers shall constitute the Executive Board of the association. They shall be responsible for the day-to-day operation of the organization and to report to the membership at the quarterly and annual general meetings.

Section 3.

(a) The President shall be the Chief Executive Officer of the association. He/she shall preside at all meetings. He/she shall appoint all committees necessary to carry out the functions of the association. He/she shall be an ex-officio member of all committees.

(b) The Vice President shall assume all the responsibilities of the President in his/her absence. He/she shall also perform any other duties as requested by the President.

(c) The Secretary shall be the administrative officer of the association. He/she shall handle all correspondence, be responsible for sending out notices of all meetings and shall maintain all files and records of all the association's documents. He/she shall also take minutes at meetings. He/she shall also help keep records of Alumni and their addresses.

(d) The Treasurer shall collect all funds coming into the association and be the custodian of all the association's funds. He/she shall deposit in a banking institution all funds turned over to him, except an amount (to be determined) required for petty cash. He/she shall pay all bills incurred by the association and any other disbursements as directed by the Executive Board. All checks must be signed by any two of three persons; the President, the Treasurer and one other officer selected by the Board for that purpose. He/she shall make financial reports for each meeting and an annual report.

(e) The Directors shall be appointed to perform various duties and shall provide support services for the other officers.

ARTICLE VI. MEETINGS

Section 1.

(a) The annual general meeting shall be held in January of each year.

(b) There shall be a quarterly meeting of the general membership. Date, time and location to be determined.

(c) Special meetings may be held as the necessity arises.

Section 2. The agenda of the annual general meeting shall be as follows:

(a) Meeting called to order

(b) Minutes of the last meeting

(c) Communication and bills

(d) Reports

- (e) Unfinished business
- (f) New business
- (g) Receipts and disbursements
- (h) Adjournment.

ARTICLE VII. AMENDMENTS

Section 1. This constitution may be revised at any time as is required by the membership at a meeting, by indicating via a two-thirds majority vote. The new constitution requires three readings before it becomes effective.

Section 2. It may also be amended as follows:

The amendment should be submitted in writing to the secretary, as it is intended to be written into the constitution. The secretary shall read the amendment at the next meeting. He/she shall also mail a copy to all members. At the next meeting the amendment shall be voted on. A two-thirds majority is required to ratify the amendment.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The Roberts Rule of Order shall be our constitutional guide, whenever it is not in conflict with our constitution.

ARTICLE IX. INITIAL DIRECTORS/OFFICERS

The names and addresses of the initial Board of Directors are:

Edith March, President	2606 NW 47 th Terrace, Lauderdale Lakes, FL 33313
Charles Berbick, Vice Pres.	2241 S. Sherman Circle #C-501, Miramar, FL 33025
Jackie Moo, Secretary	11955 SW 66th Ave., Miami, FL 33156
Hyacinth Rhodd, Asst. Secy.	9750 SW 218th Street, Miami, FL 33190
Percival Holness, Treasurer	8801 SW 9th Court, Pembroke Pines, FL 33025

ARTICLE X. INITIAL REGISTERED AGENT AND STREET ADDRESS

The name and Florida street address of registered agent is:

Edith D. March	2606 NW 47 th Terrace, Lauderdale Lakes, FL 33313
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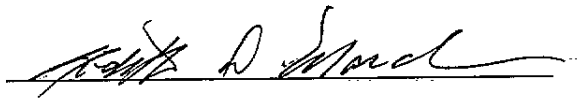
ARTICLE XI. INCORPORATOR

Name and address of the Incorporator is:

Edith D. March

2606 NW 47th Terrace, Lauderdale Lakes, FL 33313

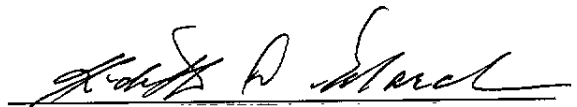
.....
Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.



Signature/Registered Agent

12/19/00

Date



Signature/Incorporator

12/19/00

Date

FILED
00 DEC 20 PM 3:22
SECRETARY OF STATE
TALLAHASSEE, FLORIDA