



**Bylaws  
of the  
Harrison Central Alumni Association**

Adopted June 5<sup>th</sup>, 2016

**Article 1: Name and Purpose**

**Section 1: Name.** This organization shall be known as the Harrison Central Alumni Association, hereinafter referred to as the “Association”.

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

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

**Article 2: Membership**

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

- (a) Alumni Members. There shall be one class of voting membership consisting of individuals who attended the School and who pay dues. Alumni Members shall be eligible to vote in elections of the Association, hold offices within the Association, serve on the Board, and serve on committees of the Board.
- (b) Associate Members. Associate membership may be conferred upon all persons whose admission will contribute to the Association’s ability to carry out its charitable purposes and who pay dues. Associate Members may include parents of current or former students, spouses of former students, and current or former administrators, teachers or donors to the School. Associate Members shall have no right to vote, to hold office in, or to serve on the Board of the Association. Associate Members may serve on committees but may not chair a committee.
- (c) Honorary Members. There shall be an honorary membership class consisting of persons, selected by the Board from time to time as a regularly scheduled meeting, who have made significant contributions to the School or the Association but did not attend the School. Honorary Members shall not have the right to vote, to hold office in, or 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.

**Section 2: Dues.** Each eligible Alumni and Associate Member shall pay annual dues payment of \$5.00. The term of annual membership shall run from June 1<sup>st</sup> through May 31<sup>st</sup> of each year, the Association’s fiscal year. Dues will not be prorated. This amount shall remain in effect until the Board votes to change it.

**Section 3: Membership Termination.** Membership in the Association will terminate upon failure to pay annual dues.

### **Article 3: Meetings**

**Section 1. Annual General Meeting.** An Annual General Meeting of the members of the Association shall be held during June or July of each year at such date, time, and place as the Board shall determine. Due written notice of such meetings shall be given. The purpose of the meeting shall be for voting on any issues the Board may wish to present to the members. Only Alumni Members shall be entitled to cast votes.

**Section 2: Second Annual Meeting of Members.** The Association shall hold a second General Meeting of members in February or March of each year at such date, time, and place as the Board shall determine. Due written notice of such meetings shall be given. The purpose of this meeting shall be to update members on the status of the Association and any committee business. Any matters which need to be voted upon may be addressed at this time. Only Alumni Members shall be entitled to cast votes.

**Section 3: Special Meetings.** The Association President may call a special meeting if in his or her opinion it is for the welfare of the Association. The Association Secretary will notify all members of the Association of the time and place of any special meetings and the business to be transacted; such noticed will be postmarked at least 7 days prior to such meeting.

### **Article 4: Elected Offices**

#### **Section 1: General.**

- (a) The officers of the Association shall be: President, Vice President, Secretary, and Treasurer. These officers will comprise the Executive Board (the “Board”), along with the Chairmen of each standing committee.
- (b) All officers must be members of the Association in good standing.

**Section 2. Elections.** The officers shall be elected by a majority vote of the members returning election ballots for contested positions. There are no limits on the number of terms an individual may serve in any office.

**Section 3: Term of Office.** Officers shall be elected at the Annual General Meeting of the Association. All officers will take office immediately upon election and serve for a term of one year.

**Section 4: Duties of Officers.** The duties of the officers shall be those usually incident to their respective office.

- (a) President. The President shall be the Chief Operating Officer of the Association, and shall make all decisions concerning the Association’s day-to-day operations and shall direct the activities of the other officers and committee chairs. The President shall preside at all meetings of the Board and Annual General Meeting, and shall be a member ex-officio of all committees.
- (b) Vice President. The Vice President shall assist the President, 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. The Vice President shall chair the Planning and Bylaws committee.

- (c) Secretary. The Secretary shall serve as clerk of all meetings of the Board and members, responsible for keeping complete and accurate records of the Association. The Secretary shall chair the Nominating Committee and prepare the ballot and direct the publishing of the ballot for each Association election on behalf of the Nominating and Elections Committee no later than 30 days prior to the Annual General Meeting of the Association.
- (d) Treasurer. The Treasurer shall be responsible for the financial operations of the Association including the custody of all moneys of the Association, generating the budget, monitoring variances in the budget, keeping an accurate record of receipts and expenditures, and issuing regular financial reports to the Association.
- (e) Committee Chairmen: One Chairman shall be elected for each of the standing committees of the Association. The Chairmen shall be responsible for performing the duties of each respective committee, along with their committee members. Committee Chairmen will be voting members of the Executive Board.

**Section 5: Resignation.** Any officer or chairman may resign by tendering a letter of resignation to the Executive Board.

**Section 6: Removal from Office.** Any officer or chairman who fails to perform the duties of the office to which the individual has been elected, accrues two consecutive absences from meetings, or for cause adversely impacting the Association may be removed from the office by a two-thirds vote of the Executive Board.

**Section 7: Vacancies.** If the President resigns or is removed from office, the Vice President will assume the Presidency for the remainder of the existing term. If the Vice President, Secretary, Treasurer or a committee Chairman resigns or is removed from office, the President will nominate an individual to the Board to fill the vacant office for the remainder of the term, and that individual will be seated in office upon a majority vote of the Board.

## **Article 5: Committees**

### **Section 1: General.**

- (a) The Association shall have the following standing committees: Membership, Reunion, Fundraising, Scholarship, Planning and Bylaws, Communications, and Nominating and Elections. 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 from time to time. All committee activities shall be subject to review by the Board. Except as otherwise stated, standing committees shall report regularly to the Board.
- (b) The Executive Board may establish special committees as deemed necessary. Special Committees shall have only such powers as are specifically delegated to them by the Board.
- (c) Members interested in serving on a particular committee shall submit a letter of interest to the Executive Board of the Association following the Annual General Meeting.

Committee members shall be appointed by the Board within 30 days following the Annual General Meeting.

**Section 2: Membership.** The Membership Committee shall be responsible for recruiting alumni to become Association members, maintaining a list of representatives from each class, searching for representatives for classes which have no representation, for liaison between all class representatives and the Board, for contacting class representatives to encourage the search for “lost” alumni, for updating the alumni directory with current alumni contact information. The committee shall be responsible for safeguarding all such information in accordance with applicable laws and Association policies.

**Section 3: Reunion.** The Reunion Committee shall be responsible for organizing and supporting alumni reunions, including the annual reunion of all classes hosted by the Association.

**Section 4: Fundraising.** The Fundraising Committee will be responsible for planning fundraising activities and events, in conjunction with the Reunion Committee, in order to have ample funds available for Association events, scholarships, etc.

**Section 5: Scholarship.** The Scholarship Committee will, when funds are available, award a scholarships to graduating Harrison Central High School students to apply towards their college costs. Recipients will be chosen by a standard set forth by the Scholarship committee.

**Section 6: Planning and Bylaws.** In the event that the business and/or bylaws of the Association need to be redirected or changed, the Planning and Bylaws committee will recommend and draft the changes to be approved by the Board for presentation to the members of the Association for final approval. See Article 8, Section 1 for Amendment process.

**Section 7: Communications.** The Communications Committee shall be responsible for regular Association communications including, but not limited to, the publication of the Association newsletter, presence in social media, and maintenance of the HCAA website.

**Section 8: Nominating and Elections.** The Nominating and Elections Committee will plan and execute the officer elections. The Secretary will chair the Nominating and Elections Committee, as provided for in Article 4, Section 4. Operating procedures for the Nominating and Elections Committee will be developed by the committee and approved by the Board.

## **Article 6: Fiscal Policy**

**Section 1: Fiscal Year.** The fiscal year of the Association shall be from June 1st through May 31<sup>st</sup>.

**Section 2: Allocation.** All membership dues will be deposited in a general fund account and may be used to pay any or all expenses incurred by the Association.

**Section 3: Compensation.** Officers, Committee Chairs, and Committee Members shall receive no compensation for their services. Compensation for expenses will be made only if approved by the Board.

**Section 4: Control.** All checks, drafts, loans, or other orders of payment for money, notes, and other evidence of indebtedness issued in the name of the Association, as well as other fiscal activities such as deposits shall be signed by the Treasurer or one of the four Officers of the Board. Additionally, the Chairmen of the Reunion Committee shall be permitted to engage in fiscal activities pertinent to their event and within the means of their allocated budget for two week prior to and two weeks following the Association Event.

**Section 5: Contracts.** The President shall propose and the Board shall approve a policy detailing which officer(s), or agent(s) shall be authorized to enter into any contract or execute any instrument in the name of the Association. All contracts shall require the signature of the President of the Board and one additional Board member.

**Section 6: Status.** The Association will file for tax-exempt status and follow all of the guidelines outlined in Section 501 (c) (7) of the Internal Revenue Code. .

**Section 7: Carryover of Funds.** A minimum of \$500 will be maintained in the treasury of the Association at the end of the fiscal year. This is intended primarily for the purpose of having sufficient funds to support the start of the next season.

**Section 8: Gifts.** The Board may accept on behalf of the Association any contributions, gifts, bequests, or device for the Association.

**Section 9: Deposits.** All funds of the Association shall be deposited within 10 days of receipt to the credit of the Harrison Central Alumni Association.

**Section 10: Scholarship Obligations.**

- (a) Board Obligations. The Association and its Board 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 judgement, and no liability on them shall be imposed thereby.
- (b) 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.

**Section 11: Annual Budget.** A budget and annual plan will be presented for approval at the first Board meeting for the fiscal year.

**Article 6: Reports**

**Section 1: Requirements.** The Board will provide a Program Budget Plan and a Financial Review Report each year. The Board will document their activities in an annual report due in September at the first meeting of the new council.

**Section 2: Program Budget Plan.** The Treasurer and President will provide a Program Budget Plan to the Executive Board by July 1<sup>st</sup> of each year. The plan will include a projected income and expense statement for the year, as well as narrative comments on the expected level of revenue, each activity to be undertaken and its associated projected cost. The Board will have 45 days from the date of the President's submission to review and approve the plan.

**Section 3: Financial Review Report.** Within 30 days of the end of the fiscal year, the Treasurer shall prepare financial statements, which shall include as a minimum: a Balance sheet, Income and Expense Statement, Notes, and a Budget Comparison. The Board will review this submission, approve or reject any recommended dues changes and provide any proposals for strengthening the fiscal operations of the Association, and approve the Financial Report. If the financial statements have not been audited or reviewed by an independent public accountant, the Board may direct that such an audit or review be performed if they deem it necessary. Upon approval by the Board, the Financial Review Report shall be provided to the Association members either in the newsletter or by other appropriate means.

**Section 4: Book and Record.** The Association shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board, committees, and general meetings.

### **Article 7: General Provision**

**Section 1: Indemnification.** In discharging their duties, the Board members, officers, and various committee members of the Association shall be indemnified by the Association for judgements and fines (whether civil, criminal, administrative or investigative) for any of the above enumerated matters, as well as reasonable expenses for each, including attorney's fees actually and necessarily incurred as a result of such action or proceeding, if such officer, Board member, or committee member acted in good faith, for a purpose which he or she reasonably believed to be in the best interests of the Association, but had no reason to believe that his or her conduct was unlawful.

**Section 2: Loyalties.** The Association shall be noncommercial, nonsectarian, and nonpartisan.

**Section 3: Endorsements.** The name of the Association or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the Association.

**Section 4: Participation.** The Association shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

**Section 5: Memberships.** The Association shall not enter into memberships with other organizations except such international or national organizations as may be approved by the Board.

**Section 6: Activities.** Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by an organization from Federal income tax under Section 501 (c) (7) of the Internal Revenue Code.

**Section 7: Nondiscrimination.** The Association shall not discriminate (except pursuant to applicable law) against any member or applicant for membership because of: race; color; creed; sex; sexual orientation; age; physical or mental disability; national origin; alienage or citizenship status; gender (including gender identity and sexual harassment); marital status and partnership status; arrest or conviction record; status as a victim of domestic violence, stalking, and sex offenses; unemployment status; or any other status where discrimination is prohibited under city, state, or federal nondiscrimination laws in effect.

**Section 8: Volunteering.** There are no minimum requirements of volunteer hours for members of the Association.

**Section 9: Implementation.** These bylaws will be implemented on June 1<sup>st</sup> of the fiscal year following their approval, with the first Executive Board elections to occur at the Annual General Meeting of the following year. These bylaws shall be approved by a majority vote of members returning ballots.

#### **Article 8: Amendments**

**Section 1: Amendments to the Bylaws.** The Association Board shall set the policy for amending these bylaws and shall prepare amendments to be presented to the general membership for ratification at the Annual General Meeting, based on recommendations from the Planning and Bylaws Committee. These bylaws may be amended or repealed by a majority vote of the members returning ballots at the Annual General Meeting.

#### **Article 9: Dissolution**

**Section 1: Approval.** The Executive Board must approve a motion to dissolve the Association by a three-fourths majority vote and then send the approved motion to the membership for ratification. Dissolution will be approved if three-fourths of the members returning ballots vote in favor of the motion.

**Section 2: Implementation.** Once dissolution has been approved, all liabilities and obligations of the Association will be discharged or adequate provision to discharge them will be made. Any remaining assets will be distributed to any association(s) that the Board determines to be consistent with the Association's purpose as set for in Article 1, Section 2 above and with applicable provisions of law.