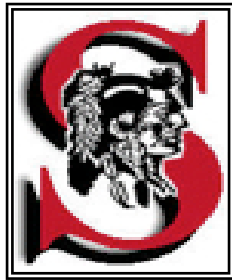


**BYLAWS
OF THE
Susquehanna Township
High School
ALUMNI ASSOCIATION**



Original Adopted February 2, 2000

This Revision August 13, 2013

Approved by Executive Board of Directors

August 13, 2013

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Article I - NAME

The name of the Association shall be Susquehanna Township High School Alumni Association (Association).

Article II - PURPOSE

The purpose of the Association shall be:

1. To promote the educational, recreational, and athletic interests of Susquehanna Township High School (STHS) students and alumni, and to foster continuing relationships.
2. To serve as an educational forum for alumni to maintain contact with the school and one another.
3. To support periodic events for alumni and students.
4. To carry out fund raising and other charitable activities for the benefit of the STHS, current students, alumni, and the Susquehanna Township community under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
5. To function as the alumni's official voice in communicating with the school.

Article III - MEMBERSHIP

Membership in the Association shall be open to all alumni, former students, and any current or former teacher or administrator of the Susquehanna Township School District or alumni family member. Alumni will be extended full membership whereas non-alumni shall be *Associate Members*. Associate Members shall be entitled to all privileges of the organization except those of voting and holding office.

Alumni members shall be entitled to the following rights, including:

1. Attend and participate in Association meetings.
2. Serve on committees upon appointment and consent.
3. Holding office when elected.
4. Vote in Association elections.

Honorary Memberships may be bestowed upon:

1. Retired faculty and staff members who retired under honorable conditions.
2. Friends who made outstanding contributions to STHS

Honorary Membership Nominations may be made by any member with final approval being given by the Officers of the Alumni Association.

Article IV - OFFICERS

- A. The Officers of the Association shall consist of: President, Vice President, Secretary, and Treasurer, who all shall be members of the Association.

- B. Terms of all officers shall begin July 1, and continue until a successor is elected.
- C. Duties of the officers:
 - A. The duties of the President shall be as follows:
 - a) Preside at Association meetings
 - b) Appoint all standing committee chairpersons
 - c) Establish Ad Hoc committees and Appoint committee members
 - d) Chair the Board of Directors (Board) meetings
 - e) Serve as ex-officio member of all committees
 - f) Perform all other duties customarily pertaining to the office of president.

 - B. The duties of the Vice President shall be as follows:
 - a) Assume the duties of the president in the absence of the president.
 - b) Assist the president in the discharge of the duties of that office. The Vice President will preside in the absence of the President. He or she will also perform such duties as are delegated by the President.

 - C. The duties of the Secretary shall be as follows:
 - a) Keep the Minutes of all meetings of the Association.
 - b) Maintain a list of the officers of the Association.
 - c) Prepare and disseminate all correspondence and notices concerning the business of the Association.

 - D. The duties of the Treasurer shall be as follows:
 - a) Be the custodian and record keeper of all Association finances.
 - b) The Treasurer(s) or any member or agent set by the Association, shall be bonded to the extent of the nearest thousand dollars above the total assets of the Association as reported on the preceding thirtieth of June. The bond or bonds shall have as surety thereon a corporate surety company licensed to do business in the State of Pennsylvania. Expenses incident to bonding shall be met by the Association.
 - c) Pay all routine obligations of the Association. Any obligation in excess of \$100.00 must be authorized by the Board of Directors. Any obligation equal to or less than \$100.00 must be authorized by the President or by the Vice President, in absence of the President.
 - d) Keep a detailed account of all Association finances to include but not limited to receipts of purchases and payments from the Association and other entities doing business with the association
 - e) Provide a detailed report at Board meetings or at such times as the president shall request

- f) Obtain Board of Directors approval for all investment transactions; and
- g) Have records available for audit at the request of the President

Article V - ELECTIONS

- A. All elections shall be held at the Association's Annual Meeting.
- B. Nominations for any Executive Office can be made from the floor by any Association member. The person being nominated has a right to decline the nomination. In such case another member shall be nominated.
- C. Should more than one candidate be nominated for an office, an election shall take place with voting by a secret ballot.
- D. The candidate receiving the highest number of votes from members present and voting shall be elected. In the event of a tie vote, entitlement to office shall be determined by lot.

Article VI – ASSOCIATION MEETINGS

- A. There shall be regularly scheduled meetings of the Association. The time and place of the meeting shall be fixed by the Board of Directors and communicated to the membership via available methods.
- B. Special meetings of the Association can be called at the President's discretion, or at the request of a majority of the Board.
- C. The Association shall the standards set forth in '*Roberts Rules of Order*' to conduct its meetings. However, a meeting Chair reserves the right to divert from '*Roberts Rules of Order*' when appropriate.

Article VII – BOARD OF DIRECTORS

- A. Administration of the Association's "Purpose" (pg. 3) shall be determined by the Executive Committee consisting of the Officers of the Association, past President(s), chairs of the Finance and Fundraising Standing Committees, and current President Appointees.
- B. The Board shall meet at the call of the President. The President shall also call a meeting when at least two (2) other Board members request a meeting.
- C. Any affairs not required to be conducted by the Association a whole, shall be conducted by the Board of Directors.

Article VIII – QUORUM

- A. Two thirds of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
- B. If a quorum is not present at any meeting of the Board, the Board members present may adjourn the meeting until a quorum of Board members is present.
- C. Any meeting of the Directors at which a quorum is present may also be adjourned by a vote of the majority of the Director's present for such time as may be necessary or convenient at any such adjourned meeting, any business may be transacted which might have been transacted by a quorum of the Directors at the meeting as originally convened.

Article IX – COMPENSATION

- A. Board members shall not receive any compensation for their services provided to the Association. However, with two thirds of the vote from the Board, a member may serve the Association in another capacity, and receiving compensation.

Article X – CONTRACTS, CHECKS, DEPOSITS AND FUNDS

A. Contracts

- 1. The Board of Directors may authorize an Officer or Officers, Committee Chair or Committee Chairs, agent or agents of the Association, to enter in to a contract or agreement on behalf of the Association, and such authority may be general or confined to specific instances.

B. Checks and Drafts

- 1. All checks, drafts, or orders for funds from a financial institution, in the name of the Association shall be signed by two (2) members entrusted to withdraw funds from those accounts. Members designated to draw funds from accounts shall be determined by the President and/or Board.
- 2. In the absence of such determination, such instruments shall be signed by the Treasurer and counter signed by the President or Vice President.

C. Deposits

- 1. All funds shall be deposited in the Association's accounts by members entrusted by the President and/or Board to deposit such funds.

Article XI – STANDING COMMITTEES

A. There shall be the following Standing Committees:

1. Activities
2. Finance
3. Fundraising
 - a. Including Golf Event
4. Membership
5. Memorial Gardens
6. Nominating
7. Publicity
8. Scholarship

B. The President shall appoint the chair of each committee.

Article XII – AD HOC COMMITTEES

A. The members of an Ad Hoc committee shall be appointed by the President of the Association or a surrogate appointed by the President. (Suggested committees include but not limited to Outreach, Social Media, etc.)

B. Any such member may be removed by the President whenever in his or her judgment the best interests of the Association shall be serviced by such removal.

Article XIII – DUES

A. Membership dues shall be a one-time payment which will entitle the person to membership for life.

B. The amount of the life membership dues shall be recommended by the Board of Directors and approved by the Association at the annual meeting.

Article XIV – CLASS AGENTS

A. Class Agents will be those members of a specific class who have consented to represent said class and organize a committee for the purpose of notifying members of said class concerning activities of the Association.

Article XV – PROPOSED AMENDMENTS

A. The power to make, alter, amend or repeal the By-Laws of the Association shall be determined by the Board, by a majority vote at a meeting of the Board, provided, however:

- i. that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,
 - ii. that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds vote of a quorum of directors at a Board meeting.
- B. Regular members in good standing may propose an amendment to the By-laws at any time by submitting it in writing to the President.

Article XVI – ASSOCIATION LOGO

- A. If the Association establishes a logo, it may not be used by any Association member without the approval of the Board of Directors

Article XVII – MEMBERSHIP DIRECTORY

- A. With permission of each member, a membership directory shall be created and may be published on an Association website with the member’s name, mailing address, phone number and/or E-mail address.

Article XVIII – FISCAL YEAR

- A. The fiscal year of the Association shall begin July 1 and end June 30.

Article XIX – DISSOLUTION

- A. The Board of Directors 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.
- B. Dissolution will be approved if three-fourths of the members returning ballots vote in favor of the motion.
- C. 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.
- D. Any remaining assets will be distributed to the Susquehanna Township School District for the benefit of students in keeping consistent with the Association’s purpose as set for in Article 2 above and within meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article XX – MISCELLANEOUS

- A. The Association shall be prohibited from carrying on of propaganda, attempt to influence legislation, endorse any political candidate for public office, and conduct any business or activity without approval from the President, and/or the Board.

- B. The Association is not organized and shall not be operated for the private gain of any person. The property of the Association is irrevocably dedicated to its charitable purposes. No part of the receipts, or net earnings of the Association shall inure to the benefit of, or be distributed to any individual. The Association may, however, pay reasonable compensation for services rendered, and make other payments and distributions consistent with these Articles.

Signature _____ Date _____
Title President, Susquehanna Township HS Alumni Association

Signature _____ Date _____
Title Vice President, Susquehanna Township HS Alumni Association

Signature _____ Date _____
Title Secretary, Susquehanna Township HS Alumni Association