

BYLAWS, CONSTITUTION AND POLICIES

of the

BRECKSVILLE-BROADVIEW HEIGHTS HIGH SCHOOL ALUMNI ASSOCIATION, INC.

Article I – Name

This organization shall be known as the Brecksville-Broadview Heights High School Alumni Association, Inc., referenced hereafter in this document as “the Association.”

Article II – Purpose

The purpose of the Association shall be to sustain and promote education in the Brecksville-Broadview Heights school system, to assist Association members with continuing high school friendships and interests, and to encourage a sense of civil duty within the membership. The purpose of the Association is exclusively charitable and educational within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code.

Article III – Membership and Duties

- Section 1:** Membership in the Association shall consist of graduates, former students, faculty of Brecksville-Broadview Heights High School and interested community members. Community members must be approved by the Executive Board.
- Section 2:** The Association shall hold an annual enrollment campaign for new members, but interested persons may be admitted to membership at any time of year.
- Section 3:** Each member of the Association shall pay annual dues as determined by the current elected officers.
- Section 4:** All persons who previously paid for “Lifetime Membership” will continue to be honored as members, although Lifetime Memberships are no longer available.
- Section 5:** Only members of the Association shall be eligible to participate in the business meetings or to serve in any of its elected or appointed positions. Only graduates may hold an office.
- Section 6:** The annual dues period shall run from July 1 through June 30.
- Section 7:** Membership lists will not be released to any outside interests.

Article IV – Officers and Elections

- Section 1:** Each officer of the Association must be a dues-paying member.

Section 2: Officers & Elections

- a. The Executive Board of the Association shall consist of the following positions: President, First Vice-President, Second Vice-President, Honorary Vice-President (a non-voting member), Past President (a non-voting member), Recording Secretary, Corresponding Secretary, and Treasurer.
- b. Officers shall be elected at the fourth quarter (annual) meeting. The election may be conducted by voice vote.
- c. Officers shall assume their official duties at the start of the fiscal year.
- d. There are no term limits for Offices of the Association.
- e. Only graduates may hold an office.

Section 3: Nominating Committee

- a. There shall be a Nominating Committee composed of three Association members in good standing. The President shall select two committee members from the Executive Board and a third committee participant shall be selected by the chosen Board members from the Association membership by February 28. The committee shall elect its own chairperson.
- b. The Nominating Committee shall nominate one eligible person for each office to be filled, and shall report the slate of nominees at the fourth quarter (annual) meeting.
- c. Only persons who have signified their consent to serve if elected shall be nominated for such offices.

Section 4: Vacancies

A vacancy occurring in any elected position shall be filled for the balance of the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board, notice of such election having been given.

Article V – Duties of Officers

Section 1: The President shall conduct all meetings of the Association and of the Executive Board; shall perform such other duties as may be prescribed in this document or assigned to him/her by the Association or the Executive Board; shall coordinate the work of the officers and committees in order to promote the objectives of the Association.

Section 2: The First Vice-President shall be General Chairperson of the Annual Alumni Reunion. An Alumni Reunion committee shall be formed. The First Vice-President shall also act as an aide to the President and shall perform the duties of the President if he/she is absent or otherwise unable to act.

Section 3: The Second Vice-President shall be General Chairperson of alumni publications, including the annual newspaper known as *The Pollen Count* and the periodic newsletters known as *The Buzz*.

- Section 4:** The Honorary Vice-President shall be the High School Principal or designee who will act as liaison between the High School and the Association.
- Section 5:** The Recording Secretary shall take the minutes of all meetings of the Association and the Executive Board and shall perform such other duties as may be delegated.
- Section 6:** The Corresponding Secretary shall conduct such general correspondence of the Association as may be directed by the President and shall keep an accurate roster of the names of the officers and committee chairpersons. This officer shall also serve notices of Association meetings.
- Section 7:** The Treasurer shall:
- a. Have custody of all the funds of the Association, keep a full and accurate account of receipts and expenditures, and make disbursements in accordance with the approved budget as authorized by the Association, its Executive Board, or a special committee.
 - b. Present a financial statement at every meeting of the Association and at other times when requested by the Executive Board.
 - c. Be responsible for the maintenance of books of account and such other records that are necessary to accurately reflect the financial activity of the Association. Records shall be open to inspection by the Executive Board at all reasonable times.
 - d. Present the financial records of the Association to the audit committee for annual inspection. Typically, the records are presented to the audit committee by July 10 of the new fiscal year.
 - e. Deposit all funds in the name of the Brecksville-Broadview Heights High School Alumni Association, Inc. in a bank approved by the Executive Board.
 - f. File Federal, State of Ohio, and other financial forms as required by law.
 - g. There shall be three authorized account “signers” at the bank consisting of the President, Treasurer, and one Board member chosen by those officers.

Article VI – The Executive Board

- Section 1:** The Executive Board shall consist of the elected officers of the Association. The members of the Executive Board shall serve until the election of their successors.
- Section 2:** The duties of the Executive Board shall be:
- a. To transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association.
 - b. To create standing committees.
 - c. To approve the plans of work of the standing committees.
 - d. To present reports at regular meetings of the Association.
 - e. To appoint an Audit Committee which shall have the audit completed by the September quarterly meeting. The Audit Committee shall sign a statement attesting to the accuracy of the financial records at the conclusion of the audit. The audit committee shall consist of one Board member and two general members.

- f. Expenditures which exceed budgeted amounts shall be approved by vote of the Executive Board.
- g. To fill vacancies that may occur in elected or appointed positions.

Section 3: Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board.

Section 4: The outgoing Executive Board shall leave a minimum working balance in the checking account of \$500.

Article VII – Meetings

Section 1: Regular meetings of the Associations elected officers and Association members shall be held not less than four times during the membership year. The fourth quarter meeting shall serve as the annual meeting.

Section 2: Special meetings of the elected officers may be held with two days' notice having been given to the elected officers.

Section 3: The election of officers shall be held at the fourth quarter (annual) meeting, although their actual term begins on July 1 (the start of the new fiscal year).

Section 4: The officers and chairpersons shall submit yearly reports at the fourth quarter (annual) meeting.

Section 5: Eight members shall constitute a quorum for the transaction of business in any meeting of the Association.

Article VIII – Standing and Special Committees

Section 1: The President, with the approval of the Executive Board, shall create or discontinue such standing committees as may be required to carry on the work of the Association. The President shall appoint members to the standing committees designating one committee member to serve as chairperson. Their term of office shall be for one year, and should be concurrent with the Association's fiscal year.

Section 2: The chairperson of each standing committee shall present a plan of work to the Executive Board for approval.

Section 3: The Budget Committee shall consist of the Treasurer as Chairperson, assisted by the incoming Treasurer, the President and incoming President, and any interested member. The Budget Committee shall present the annual budget to the Executive Board for approval at the fourth quarter (annual) meeting.

Section 4: The President, with the approval of the Executive Board, may appoint special committees.

Section 5: The President shall be an ex-officio member of all committees except the Nominating Committee.

Article IX – Amendments

Section 1: An addition, amendment or repeal of any part of the Bylaws, Constitution and Policies must be adopted by a two-thirds vote of the members present at the fourth quarter (annual) meeting, provided that a notice thereof shall be sent to all members along with notice of the meeting.

Article X – Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order (Revised) shall govern the conduct of business in all meetings of the Brecksville-Broadview Heights High School Alumni Association, Inc.

Article XI – Policies

The following are policies of the Association:

- a. Notwithstanding any other provisions of these articles, the Association shall not undertake any activities not permitted to be conducted by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.**
- b. The Association shall not endorse any candidates or political issues.**
- c. In the event of dissolution of the Association, any remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the local, state or federal governments (in that order) for a public purpose. Any assets not disposed of in that manner shall be disposed of by an Ohio court of competent jurisdiction in Cuyahoga County (the county in which the principal office of the organization is located), exclusively for such purposes.**