

CLEVELAND HIGH SCHOOL ALUMNI ASSOCIATION

BY-LAWS

PURPOSE: To maintain the spirit of friendliness and fellowship that characterizes the high school years. To assist in the preservation of the Cleveland High School Memorial Forest for its original intent and purpose; namely, to preserve in perpetuity the Forest in its natural state and to honor those Cleveland students who died in the service of our Country.

When requested, the Association shall endeavor to assist the staff of Cleveland High School as appropriate.

The Association shall be non-sectarian and non-partisan.

The Association shall be a Washington non-profit corporation formed under RCW 24.03 for tax-exempt status under Section 501 of the Internal Revenue Code.

ARTICLE I – NAME

The Cleveland High School Alumni Association shall be the name of this organization.

ARTICLE II – MEMBERSHIP

Section 1 – Anyone who has attended Cleveland High School is eligible for membership and is entitled to vote.

Section 2 -- Families of alumni and persons who support the objectives of the Association may become non-voting Honorary Members.

ARTICLE III – BOARD OF DIRECTORS

The Board of Directors shall consist of twelve (12) members representing the greatest variety possible of graduation classes. The first Board shall serve until December 31, 1996. The 1996 election shall elect one-half of the Board for a one year term and one-half for a two year period. Officers of the Association shall become Board Members for a two year term. Thereafter all Board members shall serve for two years. No Board Member shall serve for more than two (2) consecutive terms.

The Board shall be responsible to direct the Association's policies and operations in all matters relating to its purpose and to keep its members informed.

Board Members shall serve without compensation. However, the Board may approve legitimate expenses for Board Members on official duty (e.g., lunch, dinner expenses, travel).

In the event of resignation from the Board (by written resignation, illness, death, et al) the Board shall be responsible for making every effort to appoint another member from the same graduation class to serve until the next election. A resignation is in effect when a Board Member has two consecutive unexcused absences from Board meetings.

The Board has the responsibility to establish committees and appoint committee members as deemed necessary for the orderly functioning of the Association. Committee Members shall not be Board Members.

The Board shall meet at least quarterly at a place and time to be selected by the President of the Board.

Association Members are encouraged to attend Board meetings.

In the event of urgent business the President of the Board may call a meeting at any time with three days' notice.

Members of the Board may participate thru electronic means if unable to be present.

ARTICLE IV – OFFICERS

A President, Vice President, Secretary and Treasurer shall be elected by the Board of Directors on an annual basis.

ARTICLE V – DUTIES

The President shall preside at Board and Association meetings, and represent the Association at other public and private meetings.

The Vice President shall preside at Board and Association Meetings in the absence of the President.

The Secretary shall be responsible for all official correspondence and communications and maintain such files deemed necessary. The Secretary shall be responsible for the Membership Roster and an accurate and timely mailing list.

The Treasurer shall be responsible for all monies received by the Association and for the recording and reporting of all financial matters in accordance with generally accepted accounting principles and practice. The Treasurer shall be responsible for filing all Federal, State and Municipal financial and other reports.

Committees shall be appointed for a specific purpose and for a specific period of time. Board Members may serve as Committee Chair with Association members as Committee Members.

ARTICLE VI – MEETINGS

The Board shall be responsible for organizing at least one business meeting of the Association to be held annually. The Board shall be responsible for selecting the site, date and time of such meeting, preferably Cleveland High School, and shall notify all Association Members by mail or any electronic medium.

ARTICLE VII – ELECTIONS

The Board will appoint a Nominating Committee not less than 30 days prior to an Election/Association Meeting. The Nominating Committee shall be composed of representatives from as many graduation classes as possible. The Nominating Committee shall be responsible to review the positions to be filled and find willing and capable nominees. The slate will then be presented to the Association for election. Nominations from the floor will be accepted as long as representation from a variety of graduation classes exists.

The method of voting will be by mail ballot, or any electronic medium.

ARTICLE VIII – QUORUM

At any regular Association meeting of this corporation no less than twenty five (25) members present shall constitute a quorum. At Board meetings more than half of the existing members must be present to constitute a quorum. In the absence of a quorum, an advisory vote may be registered to be presented at the next Board meeting or to the general Membership at an Association Meeting.

ARTICLE IX – AMENDMENTS

The Board may amend these By-Laws to be ratified at the next general Association meeting.

ARTICLE X – MEMBERSHIP DUES

Association dues shall be \$5.00 per individual annually. Graduating students will receive free membership for a period not to exceed four (4) years. Funds in excess of operating expense shall be used for such purposes as deemed necessary by the Board of Directors and ratified by Association Members at the next Association meeting.

Date of Adoption: December 2, 1995