



Bylaws-Stebbins High School Alumni Association

February 10, 2021

Purpose:

The purpose of the Stebbins Alumni Association is to reunite classmates and friends with each other as well as with the school community in an effort to form a solid bond between the past and future graduates.

Goals of the Alumni Association:

1. Develop a closer connection between school and alumni by encouraging alumni involvement in school activities
2. Enhance the educational experience by supporting academic and enrichment activities for all Mad River Local Schools
3. Promote camaraderie and networking between alumni
4. Support a scholarship program that will benefit two (2) graduates per school year
5. Plan social events and help with reunions
6. Help with summer reading programs and mentoring and volunteer programs within the district
7. Develop and support a website linked to the district site
8. Increase involvement in the MRLS "Outstanding Alumni" program
9. Help in planning Homecoming activities

ARTICLE 1

MEMBERSHIP AND OFFICES

SECTION 1. MEMBERS

Members shall include the following:

- **Graduates** of Stebbins High School
- **Non-graduates** who attended Stebbins High School
- **Honorary Life Members** elected by the Association's Officers.

Eligible individuals become members of the Association by submitting an application for membership. Membership is free for all eligible alumni.

Annual Sponsorship:

There is a \$25 annual sponsorship fee to help support the alumni association and provide the following:

- \$5 of each sponsorship will go directly to the alumni scholarship

The remaining amount will go to support alumni activities such as:

- Annual association meeting
- Homecoming activities
- Support school district needs
- A token of appreciation from the association for each year of sponsorship

SECTION 2. VOTING

Each member shall be entitled to vote at the Annual Meeting of the Alumni Association. During the year, the Officers shall act on behalf of the Association, following the Association's Policy and Procedures.

SECTION 3. ANNUAL MEETING

All Annual Meetings shall be held in Riverside, Ohio at the District Central Office. The Officers shall fix the time and the precise place for the Annual Meeting and notify members thereof.

SECTION 4. CONDUCT OF THE ANNUAL MEETING

The President, or in the absence of the President, the Vice-President shall preside at the Annual Meeting. The Secretary, or in the absence of the Secretary, an appointed Secretary shall record the minutes of the meeting.

ARTICLE 2

NONPROFIT PURPOSES

SECTION 1. IRS SECTION 501(c)3 PURPOSES

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)3 of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)3 of the Internal Revenue Code.

SECTION 2. SPECIFIC OBJECTIVES AND PURPOSES

The organization is being established as an Internal Revenue Code 501(c)3 public charity. The purpose of the organization is to promote and support Stebbins High School.

ARTICLE 3

OFFICERS

SECTION 1. OFFICES

The Officers of the Association shall consist of President, Vice President/President Elect, Secretary, Treasurer and Trustee. The term of each Officer shall be two years beginning January 1.

SECTION 2. DUTIES OF PRESIDENT

The President shall preside over all business of the Association, be the primary spokesperson for the

membership of the Association, exercise general supervision over the Association's Officers and Membership and appoint committees. The President shall serve as an Ex-Officio member of each committee.

SECTION 3. DUTIES OF VICE PRESIDENT/PRESIDENT ELECT

In the event of the President's absence, the Vice-President/President Elect shall exercise all the duties of the President. The Vice-President/President Elect shall assist the President in overseeing and coordinating all the committees.

SECTION 4. DUTIES OF SECRETARY

The Secretary shall be the official recording Secretary of the Association, conduct the general correspondence of the Association, and have charge of its official records and papers. The Secretary shall be responsible for applications for membership. The Secretary is also responsible for filing any documents required by the government to maintain the Association's legal status as a non-profit corporation and shall perform other duties as directed.

SECTION 5. DUTIES OF TREASURER

The Treasurer shall be responsible for all funds of the Association and shall oversee the receipt and disbursement of the monies of the Association, subject to the approval of the President. The Treasurer shall present an annual financial statement and a proposed annual budget to the Officers and Association Members and provide other financial records requested.

SECTION 6. DUTIES OF TRUSTEE

The Trustee shall be responsible for assisting in developing the mission, strategic goals and objectives, approval of the annual budget, and set program fees.

SECTION 7. COMPENSATION

Officers shall not be compensated for their services, but they may be reimbursed for out of pocket expenses as approved by the President with documentation and acted upon by the Officers.

SECTION 8. MEETINGS OF OFFICERS

Regular meetings of the Officers shall be held in Riverside, Ohio, on such dates and at such times as the Officers shall determine for the transaction of such business as may lawfully come before each meeting. It shall be the duty of the Secretary to give 10 days' notice of the date, time, and place of each regular meeting to each Officer and posted for Association Members on the alumni website.

ARTICLE 4

COMMITTEES

SECTION 1. STANDING AND SPECIAL COMMITTEES

The Officers may designate one or more standing or special committees as are necessary to do the Association's work, as long as they are not in conflict with duties assigned in other provisions of these by-laws or do not conflict with the duties assigned to the Officer.

SECTION 2. QUORUM AND VOTING

A majority of the members of any committee shall constitute a quorum for the transaction of business at any meeting of a committee. Each member of the committee shall have one vote. All committee decisions must be presented to the Officers for final approval.

SECTION 3. MEMBERS

All members of the Alumni Association are eligible to be appointed to a committee by the Officers.

SECTION 4. COMMITTEES

Alumni Association standing committees such as:

- Class Ambassador
- Homecoming
- Fundraising/Donations
- Scholarship
- Special Projects
- Social Events

ARTICLE 5

OTHER PROVISIONS

SECTION 1. AMENDMENTS

These by-laws may be amended at any time by a majority vote of the Officers of the Alumni Association.

SECTION 2. FUNDS FOR THE ASSOCIATION

Initially, funds for the Association shall be established by the Officers. Other funds and/or contributions to the Association shall be used to promote the goals and purposes of the Association as set forth in the Purpose of these by-laws and shall be held under the authority of the Officers. No funds of the Association may be used in any other manner than as stated in these by-laws.

SECTION 3. BOOKS AND RECORDS

The officers of the Association shall keep the books and records of accounts for the Stebbins High School Alumni Association and shall be responsible for the accounting of all funds.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this Corporation, and we consent to and hereby do adopt the foregoing Bylaws, consisting of Four (4) preceding pages, as the Bylaws of this corporation.

Alumni Association President:  Date: 2-10-2021

Alumni Association Vice President:  Date: 2/10/2021

Alumni Association Treasurer:  Date: 2-10-2021

Alumni Association Secretary:  Date: 2/10/2021

Alumni Association Trustee:  Date: 3/3/2021