

# **LEBANON HIGH SCHOOL ALUMNI ASSOCIATION, INC.**

## **By-Laws**

### **ARTICLE I- MEMBERSHIP**

#### **Section I - Regular Members**

- a. Any person who has graduated from Lebanon High School.
- b. Any person who has completed one year of study at Lebanon High School.

#### **Section 2 - Honorary Members**

- a. Any board member stepping down after at least 15 years of service will be considered an honorary member.

#### **Section 3 - Dues**

- a. The annual dues for the regular members of the Association shall be \$10.00 per year. (amended 06/13/15)
- b. There shall be no dues charged to any board member of the Association.

### **ARTICLE II- OFFICERS**

#### **Section 1- Officers**

- a. The board members of the incorporated Association shall consist of: President, Vice President, Treasurer, and two additional members selected from the Board by the President, (present officers: Dianne Grant, Rebecca Kidder, Susan McBain, Susan Desrosiers, Linda Bagley)
- b. The officers of the incorporated Association shall be chosen by the Board members and shall hold office for a one year period, or until their successors are voted on in June and qualified.

#### **Section 2 - President**

- a. The President shall have general charge of the Association. S\he shall preside at the meetings of the Board and shall perform all of the duties usually involving upon the President of similar associations.
- b. To hold the office of President for the Association, S\he shall have been a member of the Board for a period of at least one year,
- c. The President will set the agenda for any meeting and forward to the Secretary for distribution to the board members no less than 10 days before any meeting.

#### **Section 3 - Vice President**

- a. The Vice President shall be elected by the members of the Board and shall hold office for one year or until his\her successor is elected and qualified. S\he shall perform the duties of the President in his\her absence or disability.

#### **Section 4 - Secretary**

a. The Secretary shall be elected by the members of the Board and shall hold office for one year or until his\her successor is elected and qualified. S\he shall attend all regular and special meetings of the Board and of the Association, and shall keep a true record of all proceedings. Minutes of each meeting shall be written and distributed to all board members within one week of any meeting. and shall perform such other duties as the Board may prescribe.

b. The Secretary will distribute the agenda for any meeting to the board members no later than 7 days before any meeting.

#### Section 5 - Treasurer

a. The Treasurer shall be elected by the members of the Board and shall hold office for one year or until his\her successor is elected and qualified. S\he shall receive and disburse all funds of the Association, shall keep the funds of the Association in some bank designated by the Board and shall deposit all money to the credit of the Association. S\he, and any other officer, shall have the right to sign checks drawn on the bank account of the Association. The Treasurer shall keep accurate accounts of all receipts and disbursements.

#### Section 6 - Officer Appointment and Election

a. In case of a vacancy that shall occur in the office of the President, Vice President, Secretary or Treasurer during the year, the vacancy shall be filled by appointment by the Board and the person appointed shall fill out the unexpired term of the office to which S\he is appointed.

### **ARTICLE III - MEETINGS OF THE ASSOCIATION**

#### Section I - Annual and Special Meetings

a. The annual meeting of the members of this Association shall be held in a location deemed appropriate by the Board.

b. Special meetings of the Association may be called by the Board.

c. Special meetings may be called by the President upon written application signed by ten (10) or more members of the Association in which they state time, place and purpose of the meeting.

#### Section 2 - Association Quorum

a. Fifty (50) members of the Association shall constitute a quorum of the Association for the transaction of business. If no quorum is achieved, the Board shall have the power to make any changes they deem necessary.

### **ARTICLE IV - MEETINGS OF THE BOARD**

#### Section I- General Information

a. The Board may meet at such times and places as may be agreed upon by them. Notice of meetings, including previous month's minutes and an agenda, shall be sent by the Secretary to Board members one week in advance. Members not able to attend must notify an attending Board member. Normal meeting time is the second Thursday of each month from September to June beginning at 5:30 pm. (amended 2016)

b. Any Officer or Board member missing three (3) meetings within the current year, without notifying an Officer, may be removed and replaced by a majority vote of the Board.

c. New business that is brought up at any meeting may be discussed at that meeting, however, no vote will take place until the board has been notified of the pending vote via the agenda. Any item up for vote may be tabled until a future meeting.

## **ARTICLE V - FISCAL YEAR**

### **Section 1**

a. The fiscal year shall begin September 1<sup>st</sup> and end on August 31<sup>st</sup>.

## **ARTICLE VI - ASSOCIATION RECORDS**

### **Section 1**

a. A record of the organization, a copy of the by-laws and all amendments thereto, and a true record of all meetings of the Association and the Board, shall be kept by the Association in the custody of the Secretary.

b. All records, accounts and papers of the Association shall be open to the inspection of every regular member therein, at reasonable times and for legitimate purposes.

## **ARTICLE VII – AMENDMENTS**

### **Section 1**

a. These by-laws may be altered, amended or repealed at the annual or special meeting of the Association members at large by majority vote of the regular members present.

b. The incorporated board of officers may make general policy changes by majority vote of the board.

## **ARTICLE VIII DISSOLUTION** (added 6/15/13)

### **Section 1**

a. Upon dissolution of this Association, monies will be given to the New Hampshire Charitable Foundation ensuring the continued awarding of our scholarships to graduating seniors with familial ties to Lebanon High School. (amended 6/10/17)

## **ARTICLE IX - CONFLICT OF INTEREST** (added 6/15/13)

### **Section 1**

a. A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of this Association. This obligation requires that any officer or member, in the performance of Association duties, seek only the furtherance of the Association mission. At all times, officers and board members are prohibited from using their job title or this Association's name or property, for private profit or benefit.

b. The officers and members of this Association should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona fide organization fund raising-activities.

c. No officer, or member of this Association shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer or member;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director or employee;
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

d. Disclosure - Any possible conflict of interest shall be disclosed by the person or persons concerned.

e. Board Action -When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen.

f. Record of Conflict -The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

## MISSION STATEMENT

It is the mission of the Lebanon High School Alumni Association, Inc board to secure the continued tradition of the Alumni Day activities by providing means for all Lebanon High School alumni to congregate on an annual basis and promote school spirit, good will and camaraderie within each class. We are committed to participating in the further education of the graduating class through the established scholarship fund.