

# **THE (PROPOSED) BYLAWS OF THE PRAIRIE HIGH SCHOOL ALUMNI ASSOCIATION**

## **ARTICLE ONE: NAME**

The name of the organization shall be The Prairie High School Alumni Association, hereinafter referred to as the “Association”, a tax exempt non-profit corporation in the State of Washington.

## **ARTICLE TWO: PURPOSE**

The purpose of the Association is to engage in the following:

- (a) To promote fellowship among alumni.
- (b) To serve as liaisons to Prairie High School and the community.
- (c) To maintain the relationship of alumni to Prairie High School and each other through written and other communications, and social, academic and other events.
- (d) To render aid and cooperation to Prairie High School in order to facilitate academic and extracurricular programs and other student activities.
- (e) To assist with the planning and organization of reunions.
- (f) To provide an online network for career job placement and internships for alumni.
- (g) To develop a comprehensive database of all alumni.
- (h) To develop and maintain a website with an online newsletter regarding significant events in the lives of alumni and the community.
- (i) To develop, coordinate, and maintain the Hall of Fame.
- (j) To encourage or initiate fund raising activities in order to fund scholarships for deserving high school students.
- (k) To act as beneficiary and guardian of memorabilia.
- (l) To study and help alleviate issues and concerns involving the community.
- (m) To cultivate and encourage high scholastic and ethical standards of alumni in the community.
- (n) To maintain a progressive interest in the school and be of service to the community.
- (o) To promote public education through the establishment of endowments and awarding of scholarships to students for higher education.
- (p) To honor and keep alive the name of Prairie High School.

## **ARTICLE THREE: MEMBERSHIP**

Membership includes all former students and staff of Prairie High School.

## **ARTICLE FOUR: OFFICERS AND BOARD OF DIRECTORS**

Section 4.01: The Board of Directors shall consist of ten members. Officers shall be selected annually by and within the Board. The Officers include the President, Vice President, Secretary and Treasurer. The remaining six Board members will serve as Representatives.

Section 4.02: The President shall preside at all meetings of the Association. The President may call and preside over special meetings whenever it deems necessary. The President shall designate the Vice President to preside in the President's absence. The President shall, with the advice of the Board, appoint committee chairs and committee members. The President shall provide general direction for the affairs of the Association and shall have all powers necessary and incident thereto.

Section 4.03: The Vice President shall preside at all meetings of the Association in the President's absence and preside over special meetings whenever it deems necessary. The Vice President shall assist the President with any executive matters and perform other duties as designated by the President.

Section 4.04: The Secretary shall keep a record of all the proceedings of the Association and the Board of Directors, and shall take care of the correspondence as necessary or as directed. The Secretary shall provide a copy of previous minutes to each Board Member and a copy for the archives. The Secretary shall pick up mail from the Post Office, maintain a log of correspondence; direct mail to the proper people; respond to appropriate correspondence, bring any necessary correspondence to the Board's attention, and other duties as requested by the President. The Secretary shall also keep lists of all standing and special committee members and chairman, and shall see that all reports passed in are properly dated and signed before being filed.

Section 4.05: The Treasurer shall be responsible for maintenance of the official records of all financial transactions, fundraising activities, and such other related financial or fiscal activities of the Association. The Treasurer shall be responsible for generating the budget, monitoring variances or discrepancies in the budget, keeping an accurate record of receipts and expenditures, and issuing regular financial reports to the Board. The Treasurer shall make available to an independent auditor or auditing firm all available records and information on the fiscal status of the Association to facilitate the annual auditing of the Association in accordance with usual and accepted accounting and auditing practices. The Treasurer shall serve perform other fiscally-related duties and responsibilities as designated by the President.

Section 4.06: The Representatives shall consist of one member who graduated or supposed to graduate from Prairie High School between 1980 and 1989, one member who graduated or supposed to graduate from Prairie High School between 1990 and 1999, one member who graduated or supposed to graduate from Prairie High School between 2000 and 2009, one member who graduated or supposed to graduate from Prairie High School between 2010 and 2019, one member who graduated or supposed to graduate from Prairie High School between 2020 and 2029, and one member who served as a staff member or volunteer at Prairie High School from 1979 to present day.

Section 4.07: All Board members will serve a term of one calendar year to be elected during the annual meeting.

## ARTICLE FIVE: MEETINGS

Section 5.01: The Association shall hold a minimum of two meetings per year with one of the meetings to be designated as the Annual Meeting. The date, time and location of each meeting will be established and announced by the Board.

Section 5.02: A simple majority of active Board members present, physically and/or virtually, shall constitute a quorum at a meeting of the Board.

Section 5.03: The meeting forum may take place in person, via telephone or via video conference.

Section 5.04: The presiding officer(s) at the meeting shall at his/her/their discretion utilize the rules contained in *Robert's Rules of Order* when applicable or inconsistent with the bylaws.

## ARTICLE SIX: COMMITTEES

The Association will establish committees for various functions. All committee activities shall be subject to review by the Board. All committees shall report regularly to the Board at the scheduled meetings. Each committee shall have no fewer than five members and must include at least one Board member.

## ARTICLE SEVEN: CLUBS AND GROUPS

The Association will establish alumni activity clubs, alumni resource groups and alumni support groups to benefit the alumni and community at large. All clubs, resource groups and support groups may be established by the Board, or by alumni who are not Board members. Clubs or groups proposed by someone who is not on the Board will require approval from the Board in order for the club or group to be established.

## ARTICLE EIGHT: FINANCIALS

Section 8.01: No membership dues or assessments shall be required. All monetary contributions to this Association are to be made on a strictly voluntary basis. This may be amended if the operation of the Association requires withdrawals from any reserve fund.

Section 8.02: No expenses to this Association shall be incurred by any persons or group of persons without prior written approval from the Board. Any person or group of persons incurring such expense or obligation shall be held personally liable for said expense.

Section 8.03: The Association is organized exclusively for charitable, literary and educational purposes, and shall be exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code. As such, contributions to the organization are deductible under section 170 of the Code. Also, the organization is qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. No part of the net earnings of the organization shall benefit or be distributed to its members or officers. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of the Compliance Guide for 501(c)(3) Public Charities, the

organization shall not engage in any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. This Association is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder.

Section 8.04: All financial transactions shall require dual custody at all times until such funds have been deposited or sent. All checks or money orders from the Association require a signature from the Treasurer plus a signature from the President, Vice President or Secretary. Any funds in the form of checks, money orders, paper currency or coin currency from an event or fundraiser shall remain in dual custody at all times until deposited or placed in a secured location approved by the Board. All coin currency and paper currency are to be counted by both individuals before and after an event or fundraiser.

Section 8.05: In the event of the dissolution or liquidation of the Association, after paying off or adequately providing for the debts and liabilities of the Association, the Board shall donate any remaining assets then owned by the Association to the School, to a scholarship fund for graduates of Prairie High School , or to a non-profit charitable organization which supports Prairie High School in order to satisfy Section 501(c)(3) of the Internal Revenue Code. The declaration of dissolution shall require a vote by unanimous decision from all current members of the Board in a public meeting.

## ARTICLE NINE: AMENDMENTS

The Bylaws may be amended at the Annual Meeting of the Association or at any meeting of the Board by a two-thirds vote of the members present, providing the proposed amendment(s) to be included in the agenda to be presented for the meeting.

The Bylaws have been approved and adopted by The Prairie High School Alumni Association Board of Directors on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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\_\_\_\_\_, President

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\_\_\_\_\_, Secretary