

APPENDIX
BYLAWS OF EAST ALLEGHENY ALUMNI AND FRIENDS

Article I. Name

Article II. Statement of Purpose

Article III. Membership

Section 3.01 Active Membership

Article IV. Board of Directors

Article V. Duties of the Officers

Section 5.01 President

Section 5.02 Vice President

Section 5.03 Secretary

Section 5.04 Treasurer(s)

Article VI. Committees

Section 6.01 Standing Committees

Article VII. Amendments

Article VIII. Robert's Rule of Order Newly Revised

Article IX. Dissolution

Section 9.01 Proposed Dissolution

Section 9.02 Inactive Dissolution

East Allegheny Alumni and Friends

Article I. Name

This organization shall be designated as East Allegheny Alumni and Friends, hereafter referred to as "EAAF." EAAF was organized in January 2018 as an alumni organization to affiliate with East Allegheny School District.

Article II. Statement of Purpose

The purpose of East Allegheny Alumni and Friends is to uphold and encourage Wildcat comradery post-graduation. Alumni, teachers, and members of the community, present and future, can find a strong network and home within the Wildcat community and help strengthen the high school's mission to achieve individual educational success within district financial restraints. We aim to:

- **Maintain** the connection with East Allegheny and its counterparts
- **Establish** a network to find friends and classmates
- **Host** events to build on the Wildcat connection and comradery
- **Provide** mentorships and be a guiding hand for current EAHS students
- **Establish** a network for job placement and internships for EAHS alumni
- **Help** with planning and organizing high school reunions

Article III. Memberships/Sponsorships

Section 3.01: Active Membership

1. Any person who graduated from, attended, resides, works in the East Allegheny School District, or business in the community sincerely interested in active participation to further the objectives and mission of EAAF may be a member.
2. Members may be accepted through various avenues i.e. social media (Facebook), EAAF website, email, in person sign up.
3. An address book will be compiled of all active members.

Article IV. Board of Directors

The Board of Directors contains officers that shall include a minimum, the President, Vice President, one or more Treasurers and a Secretary.

Article V. Duties of Officers

Section 5.01: President

The President shall:

- (a) Conduct the affairs of EAAF.
- (b) Preside at all meetings of members of EAAF.
- (c) Present a report of the condition of the EAAF at monthly Meetings.
- (d) Oversee maintenance and compliance of bylaws.
- (e) Communicate to the members such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of EAAF.

- (f) Investigate complaints, irregularities and conditions detrimental to EAAF and report thereon to the membership as circumstances warrant.
- (g) Prepare and submit in conjunction with the Treasurer, an annual budget to the Membership and be responsible for the proper execution thereof.
- (h) Compose the agenda for all monthly Meetings
- (i) Shall recruit/select chairpersons of committees and supervise the function of these committees.
- (j) Shall appoint any temporary committee as he/she deems necessary to carry out the objectives of EAAF.
- (k) Serve as liaison with East Allegheny School District officials.

Section 5.02: Vice President

The Vice President shall:

- (a) Perform the duties of the President in the absence of the President, provided he/she is authorized by the president so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Act as an aide to the President.
- (c) Advise, support and communicate with all the standing committees.
- (d) Oversee maintenance and compliance of bylaws.

Section 5.03: Secretary

The Secretary shall:

- (a) Be responsible for recording the activities for EAAF and maintain appropriate files, mailing lists and necessary records.
- (b) Maintain a list of all Regular Members and committee members and give notice of meetings of the EAAF to the membership.
- (c) Record all minutes of the meetings of the Members and cause them to be recorded in a book kept for that purpose.
- (d) Distribute minutes via email to all members shortly after all meetings.
- (e) Keep attendance at all meetings.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed
- (g) Notify Members, Officers and committee members of their election or appointment.

Section 5.04: Treasurer(s)

The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the President.
- (b) Receive all monies and securities, and deposit same in a depository approved by the membership. Deposits must be made within 7 days of receipt.
- (c) Keep records for the receipt and disbursement of all monies and securities of EAAF, including the approval of all payments from allotted funds.
- (d) Count all proceeds and make deposits in a timely fashion.
- (e) Prepare an annual budget for submission to the Membership at the annual Meeting.

- (f) Prepare an annual financial report for submission to the Membership at the annual Meeting.
- (g) Prepare a monthly report of all income/expense activities to Membership.

Article VI. Committees

Section 5.01: Standing Committees

Committees shall be chaired by a person appointed by the President and the President shall serve as an ex-officio member of each committee. All committee chairpersons responsibilities will conclude with the President's term.

Article VII. Amendments

These bylaws may be amended, repealed or altered in whole or in part by a majority vote at any dual organized meeting of the Members provided notice of the proposed change is included in notice of such meeting.

Article VIII. Robert's Rule of Order Newly Revised

The rules in the current edition of *Robert's Rule of Order Newly Revised* will govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order EAAF or the Board may adopt. The Board will consider itself a small board and will follow the more informal procedures that are provided in *Robert's Rule of Order Newly Revised* for small boards.

Article IX. Dissolution

Section 9.01: Proposed Dissolution

The Board of Directors may propose dissolution of EAAF after submitting to EAAF members a resolution to dissolve. This resolution shall be ratified by an affirmative vote of two-thirds of the ballots returns. In the event of dissolution, the assets of EAAF shall become the property of East Allegheny School District.

Section 9.02: Inactive Dissolution

In the event EAAF conducts no business or meetings for a period of two fiscal years, it shall be considered dissolved and all assets shall be distributed as described in Article IX, Section 9.01. Members shall be notified of dissolution under this section. Dissolution shall occur ninety (90) days after notification unless the membership meets and elects officers and begins operations. Any remaining funds after all bills are paid at the time of dissolution shall be transferred to East Allegheny School District.