

BY-LAWS

BEECH GROVE HIGH SCHOOL ALUMNI ASSOCIATION, INC.

ARTICLE I-NAME

Section A The name of this organization shall be “Beech Grove High School Alumni Association, Inc.,” a not-for-profit corporation.

ARTICLE II-PURPOSE

Section A To advance the scholastic ideals of Beech Grove High School.

Section B To encourage activities which tend to make Beech Grove High School and its graduates more useful members of the Community.

Section C To perform activities to maintain and enhance Beech Grove High School and community spirit.

Section D The Beech Grove High School Alumni Association shall provide assistance to the Beech Grove City Schools.

Section E To provide financial_scholarship opportunities to students at Beech Grove High School with assistance of Beech Grove High School faculty and staff.

Section F To establish and formulate plans which are appropriate for furthering activities of the Association, including an annual function to be held in June. This function shall be held on an unspecified Saturday in June. The exact date will be determined by a majority vote of the Board of Directors.

Section G To operate exclusively for such purposes as are defined in Section 501c3 of the Internal Revenue Code of 1954 and corresponding provisions of future revenue regulations. No part of its net earnings is to inure to any private shareholder or individual. No substantial part of its activities is to consist of carrying on propaganda or otherwise attempting to

Influence legislation: nor will it participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section H To otherwise engage only in those pursuits which are within the scope of Section 501c3 of the Internal Revenue Code of 1954 and corresponding provisions of future revenue regulations, and which are consistent with the laws under which this organization is organized.

Section I There shall be an Annual Meeting for the purpose of presenting the annual financial statements to the membership and to transfer the management of the organization to the new Officers. This Annual Meeting shall take place at the first meeting in July following the audit of the finances for the prior fiscal year, which is required to take place within the first two weeks of July. The date of the Annual Meeting shall be mentioned at the June Function and advertised as shown in ARTICLE IV, SECTION C.

ARTICLE III-MEMBERSHIP AND FINANCES

Section A Membership shall be composed of any student formerly enrolled at any time in the Beech Grove school system, as well as its faculty and staff members, both presently and/or formerly employed therein.

Section B The principal source of finances for the Beech Grove High School Alumni Association shall be voluntary donations by its members.

Section C Dues, if any, shall be as recommended by the Board of Directors.

ARTICLE IV-OFFICERS – BOARD OF DIRECTORS

Section A Officers shall be President, First Vice-President, Second Vice-President, Treasurer of the Operating Fund, Treasurer of the Scholarship Fund, Recording Secretary, Assistant Recording Secretary, Membership Secretary, Assistant

Membership Secretary, Public Relations Director, Scholarship Director, Director of Historical Data and Ex-Officio. These Officers form the Board of Directors. The Board of Directors shall appoint the Decade Chairpersons to the Board.

Section B

All officers of the Board shall be elected by a two-thirds vote of the general membership in attendance at the meeting to be held in May of each year, with terms of office commencing July of that year. The President must have served as a board member (any position) during any year prior to being elected President. The President and Vice President(s) shall be elected for a one (1) year term. After the five (5) years, the President, and the Vice-President(s) must hold another office or resign from the board for a period of at least one (1) year before running again for the previously held office. The exception to these provisions is that they may continue to serve providing that there is no other candidate for that position. The Treasurer of Operating Fund and the Treasurer of the Scholarship Fund shall serve for 3 years, and their terms shall remain staggered. The Recording Secretary and the Assistant Recording Secretary shall serve for 3 years, and their terms shall remain staggered. The Membership Secretary shall serve for 3 years. The Assistant Membership Secretary shall serve for 3 years with the expiration shall not expire the same year as the Membership Secretary. The Public Relations Director, the Scholarship Director and the Director of Historical Date shall each serve for 3 years. Their terms shall be staggered. The Ex-Officio shall serve until a new President is elected who will then become the new Ex-Officio.

Section C

Notice of any meeting wherein officers shall be elected will be published in a local newspaper and other media sources available at least two weeks in advance. Notice of the annual meeting shall also be included in the annual mailing to members.

Section D

Any vacancy in the Association shall be filled on an interim basis by the Board of Directors and said appointee shall serve until that term expires or the position is filled at the next annual election.

Section E

The Board of Directors shall approve all fiduciary and contractual commitments at Board meetings. The Board of

Directors are also responsible for outlining plans and activities for the fiscal year.

Section F Decade Chairpersons, Assistant Decade Chairpersons shall be appointed by Board of Directors to the Board. The Board of Directors shall make these appointments in advance of the annual meeting for the ensuing year.

ARTICLE V-BOARD OF DIRECTORS POSITIONS AND RESPONSIBILITIES

Section A The Board of Directors shall consist of elected Officers, Directors, Ex-Officio, and the appointed positions. The appointed positions are one representative from each graduating Decade Chairpersons and their Assistants.

Section B The board of directors may, by resolution adopted by the majority of the directors, remove a fellow board member for just cause.

Section C Duties of the Board of Directors. The Board of Directors shall have the power to manage all the affairs of the Association and any and all questions relating in any manner whatsoever thereto, and to approve all contracts necessary for the proper transaction of all business. They shall have entire control over all matters pertaining to the conduct, supervision and management of the Association and the finances, and all appropriations shall be made by them.

Section D Board Voting. Each member of the Board is allowed one (1) vote. Only one vote per Decade may be recorded with the Assistant Decade Chairperson voting only in the absence of the Decade Chairperson.

ARTICLE VI-DUTIES OF OFFICERS AND DECADE CHAIRPERSONS

- Section A The duties of the President shall be to preside at all meetings of the Association and the Board of Directors and, with the assistance of the Board of Directors, supervise the activities of the Association and appoint committees as required. The Nominating Committee shall be appointed in January of each year with instructions that their report shall be given to the President prior to the April meeting.
- Section B The duties of the Vice-President(s) shall be to assist the President and to act for the President in his or her absence and to organize the annual dinner/dance and related programs of the Association.
- Section C The duties of the Membership Secretary shall be to maintain membership records and prepare correspondence as required.
- Section D The Assistant Membership Secretary shall assist the Membership Secretary and have primary responsibility for filling the vacant positions of Decade Chairpersons and Class Representatives.
- Section E The duties of the Recording Secretaries shall be to maintain the records of the Association and record the proceedings of all the meetings.
- Section F The duties of the Treasurer of the Operating Fund shall be to have custody-of all operating funds of the Association; deposit the funds in the bank account and make dispersments of funds approved at a meeting of the Board of Directors and/or general membership.-The Operating Fund Treasurer shall make disbursements by check or Bank Card; maintain a record of receipts and disbursements; submit a summary report at each meeting; and make all records available to the auditor or auditing committee an annual basis. The audit must take place in the first two weeks of July each year. Treasurer-shall comply with all federal and state regulations pertaining to Section 501c3 of the Internal Revenue Code of 1954.

- Section G The duties of the Treasurer Scholarship Fund shall be to have custody of the scholarship funds of the Association; deposit the funds in the bank account designated and approved by the Board of Directors; make disbursements by check; maintain a record of receipts and disbursements; submit a summary report at each meeting; and make all records available to the auditor or auditing committee on an annual basis. The audit must take place in the first two weeks of July each year. The Treasurer shall comply with all federal and state regulations pertaining to Section 501c3 of the Internal Revenue Code of 1954.
- Section H The duties of the Decade Chairpersons and Assistant Decade Chairpersons (if any) shall be to identify a representative for each graduating class in that decade and assist those class representatives in maintaining and upgrading a mailing list of all class members. Said mailing lists shall be treated as confidential information and shall not be utilized for any purpose other than in furtherance of the stated purposes of the Association as set forth in Article II above. It shall be the responsibility of the Decade Chairperson to replace any class representative unable to fulfill responsibilities as assigned. All additions, changes or deletions to the class lists must be forwarded to the Membership Secretary.
- Section I The duties of the Scholarship Director shall be to form a Scholarship Committee; work with the High School Guidance office to obtain applications for consideration; review the applications and vote with the Scholarship Committee to select our scholarship recipients; inform our treasurer of the Scholarship Fund, in writing, of the names of each recipient; contact each recipient and present their checks as designated by the Board of Directors and Scholarship Committee; report the recipients' progress after their first semester; solicit the business community for donations and report about all aspects of their duties to the Board of Directors regularly.
- Section J The duties of the Director of Historical Data shall be to accumulate memorabilia and arrange for periodic displays showing our past and present at Beech Grove High School Alumni functions.

Section K The duties of the Public Relations Director shall be to edit the annual Alumni Newsletter and to inform the members and the community of meetings and activities of the Association via website, newspapers and/or other media accesses.

ARTICLE VII-AUDIT OF TREASURER'S RECORDS

Section A An audit of the financial records of the Treasurer of the Operating Fund and the Treasurer of the Scholarship Fund shall be made immediately following the receipt of the June bank statement by an auditor or an auditing committee with financial expertise to be appointed by the President and approved by the Board of Directors. The auditor or auditing committee shall follow such procedures as said auditor or committee deems necessary in performing said audit, with a report of all findings to be submitted to the Board of Directors immediately following conclusion of the audit. The audit report shall be presented to the Annual Meeting in July.

ARTICLE VIII-MISCELLANEOUS

Section A Matters not explicitly set out within the By-Laws of this organization shall be governed by the procedures set forth in Roberts Rules of Orders.

Section B The President shall appoint a bylaw review committee as deemed necessary, but the bylaws shall be reviewed no less than every five (5) years commencing with Amended date below.

Amended: May 17, 2022

Must be reviewed no later than May 17, 2027