

**BY LAWS
Of
MANHATTAN HIGH SCHOOL ALUMNI ASSOCIATION**

MISSION: To develop and maintain information to communicate with alumni and friends of Manhattan High School; to promote Manhattan High School to students, graduates and friends; to promote awareness of the quality of education within Manhattan High School; and to enhance Manhattan High School and its graduates through life-long involvement.

ARTICLE I – NAME

Section I: The name of this organization shall be the MANHATTAN HIGH SCHOOL ALUMNI ASSOCIATION.

Section II: The official LOGO of the Association shall be as shown at the right.



ARTICLE II – OBJECTIVES

Section I: To support alumni and Manhattan High School by providing and maintaining information about alumni and events.

Section II: To serve as a link between alumni and friends and the High School and its Foundation.

Section III: To support USD 383, as approved by the Board of Directors.

ARTICLE III – MEMBERSHIP

Section I: Alumni Memberships in the Association, with voting privileges, shall be open to any graduate of Manhattan High School upon receipt of completed application and payment of dues. Annual and Lifetime dues will be set by majority vote of the Board of Directors during their regularly scheduled fall meeting.

Section II: Associate Memberships in the Association shall be available to friends of Manhattan High School upon completion of application and payment of dues. Dues for Associate members shall be the same as for Alumni Members.

Section III: Honorary Memberships may be extended to individuals, as deemed appropriate by the Board of Directors, by majority vote during a regularly scheduled meeting of the Board of Directors. The length of each Honorary Membership term shall be individually determined by the Board of Directors.

Section IV: Dues shall be paid annually, except for Life Memberships and be valid from January 1 through December 31.

Section V: The Board of Directors shall approve any changes to membership dues of the Association.

Section VI: The Board of Directors, upon a 2/3 majority vote, may revoke any membership that is deemed harmful to the Association.

ARTICLE IV – BOARD OF DIRECTORS, OFFICERS & THEIR DUTIES

Requirements: All members of the Board of Directors shall be Alumni Members in good standing of The Association.

Section I: The management of the Association shall be vested in the Board of Directors, which shall be comprised of the President, Vice President, Secretary, Treasurer, Events Officer, and Communications Officer (collectively known as the Officers of the Association); six At-Large Directors; and the immediate Past President (Director).

- a. The Board of Directors shall make major policy decisions affecting the Association, including all financial decisions requiring expenditures in excess of \$500.00. The Board of Directors may delegate duties and/or the exercise of any powers to the officers, committees or its designees as the Board determines.
- b. The Board of Directors shall control all funds of the Association.
- c. The Board of Directors shall make an annual report to the membership which shall include a financial statement and other information deemed appropriate by the Board.
- d. The Executive Committee shall be comprised of the Officers of the Association. This committee shall act on matters requiring action when the board is not in session and shall be empowered to transact all necessary and essential business of the Association not otherwise provided for in the BYLAWS or Charter. The Executive Committee shall report any actions taken to the Board of Directors.

Section II: The Members of the Board of Directors, except the immediate Past President, shall be elected at the Fall Annual Meeting every two years and shall each serve for a term of two years.

- a. Terms of office shall be from January 1st following their election to December 31st two years hence. Officers shall serve until their successors take office.
- b. A candidate for the Board of Directors may not simultaneously run for more than one office.

Section III: The Duties of the President shall be:

- a. To preside at all meetings of the organization, the Board of Directors, and the Executive Committee.
- b. To represent the Association at all times or to designate someone as representative in his or her absence or inability to do so.
- c. To appoint the Chairs of Committees and such other appointed offices as the Board deems necessary to transact the business of the Association.

- d. To serve as ex-officio member on all Committees, except the Nominating Committee.
- e. To make the Annual Report to the Membership.
- f. To sign checks in an emergency or in the inability of the treasurer to do so.

Section IV. The Duties of the Vice President shall be:

- a. To assist the President, when called upon, in whatever duties are needed, and in the absence of the President to perform the duties of that office.
- b. To be a member of the Membership Committee

Section V. The Duties of the Secretary shall be:

- a. To keep records of all meetings.
- b. To read the minutes of all Association meetings, Board of Directors meetings, the Executive Committee meetings and specially-called meetings.
- c. To act as custodian of all records and papers of the Association, including a copy of the current Membership Roll, except those records or papers which pertain directly to other offices or committees.
- d. To prepare ballots or other necessary material as might be needed for the membership attending an annual meeting.
- e. To prepare and distribute Board Meeting agendas

Section VI. The Duties of the Treasurer shall be:

- a. To act as custodian of all funds of the Association and to disburse funds as directed by the Board of Directors. Funds of the Associations shall be safely deposited in a local banking institution.
- b. To keep an accurate account of all receipts and disbursements and make written reports for all meetings.
- c. To prepare the Associations books for Audit as required.
- d. To prepare or arrange for the preparation of any other reports as may be required.

Section VII. The Duties of the Events Officer shall be:

- a. To keep the Board advised of arrangements that have been made of upcoming events.
- b. To be a member of the Events Committee.

Section VIII. The Duties of the Communications Officer shall be:

- a. To assume primary responsibility for MHSAA Web Site and the MHSAA Newsletter, *The Alumni Mentor*, and any other direction communications with MHSAA members as directed by the Board.
- b. To be a member of the Website Committee and The Alumni Mentor staff.

Section IX. The Duties of At-Large Directors shall be:

- a. To attend meetings of the Board of Directors whenever possible to facilitate the business of the Association.
- b. Any Director who is absent from two consecutive meetings of the Board without reasonable cause, as determined by the President, may be removed from the Board by a vote of two-thirds of a quorum of the Board at any subsequent meeting.

Section X. Any vacancy on the Board of Directors shall be filled by Presidential appointment, for the length of the unexpired term, upon approval by majority vote of the Board during a regularly scheduled meeting.

ARTICLE V – MEETINGS/ELECTIONS

Section I. The Annual Membership Meeting shall be set at the discretion of the Board.

- a. Every two years, at the Annual Meeting, new Officers and Directors of the Association shall be elected by the attending Alumni Members. Newly elected Officers and Directors shall assume office on January 1 of the following year.
- b. By the majority vote of the Board of Directors, special meetings or other social events may be promoted.
- c. The Board of Directors shall determine meeting dates.

Section II: Board of Directors meetings shall be held before each Annual Meeting and before any other scheduled event. There shall be a minimum of three Board Meetings a year, including a fall meeting, a winter meeting and a spring meeting. Special meetings may be called at the discretion of the president.

- a. A quorum for conducting business at any meeting of the Board or the Executive Committee shall consist of at least fifty-one percent of the Board or Executive Committee members at any duly called meeting.
- b. A vote by proxy may be submitted in writing to the President.

ARTICLE VI- COMMITTEES

Section I: Committee chairs must hold Alumni Memberships in the Association. The President shall appoint the Committee Chairs. Their terms of office shall be at the discretion of the President. These Committee Chairs shall be appointed by the President immediately upon taking office. Committees shall include, but shall not be limited to:

- a. Wall of Fame Committee
- b. Reunion Committee
- c. Public Relations Committee
- d. Alumni Center Committee
- e. Membership Committee
- f. Events Committee
- g. Web Site Committee
- h. The Alumni Mentor Committee

Section II: The President, with the consent of the Board of Directors, shall appoint the Nominating Committee Chair in the Spring of an Election Year. The Nominating Committee shall consist of at least three Alumni Members.

- a. At the Annual Meeting of election years, the Chair of the Nominating Committee shall present a slate of Officers and Directors to the Membership to be voted upon.
- b. Nominations may be made from the floor.
- c. Election shall be by written ballot of Alumni Members present and a majority of all votes cast shall constitute an election. Where there is only one candidate for an office, election may be by voice vote.

ARTICLE VII – AMENDMENTS

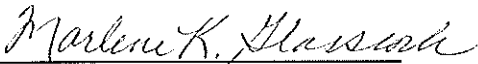
Section I. These By Laws may be amended by two-thirds of the votes cast at any regular meeting of the Board of Directors provided that the amendments have been read at a previous meeting.

Section II. The By Laws shall become effective at the date they are adopted or amended.

PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised shall govern all proceedings except where they may be inconsistent with the provisions of these By Laws.

As provided for in the Articles of Incorporation these By-Laws are hereby adopted until amended or repealed by the MHSAA Board of Directors this 31st day of May, 2012.



President



Vice President



Secretary