BHSAA By-Laws Amendment #3

ARTICLE 1 *(p. 1)*
NAME

The name of the corporation shall be Bothell High School Alumni Association, (hereinafter referred to as the Association).

ARTICLE II *(p. 1)*
PRINCIPLE OFFICE

The principal office of the Association shall be located in the State of Washington, county of King, city of Bothell at ***9000 N.E. Bothell Way.*** The Board of Directors (hereinafter referred to as the Board) may change the location of the principal office within the State of Washington from time to time, as they deem necessary without an amendment to these by-laws.

ARTICLE IV *(pp. 1-2)*
MEMBERS

Section 2. Active Membership

Active members shall be defined as a member whose dues are current. Current members may participate in meetings, ***serve on committees,*** serve on the Board of Directors, participate in the voting process or hold an elective office.

Section 3. Inactive Membership

Inactive members shall be defined as a member whose dues are in arrears. Inactive members may attend ***meetings,*** but not ***serve on*** committees, ***serve on the*** Board of Directors, participate in the voting process ***or*** hold an elective office.

ARTICLE V
DUES

Payment of annual dues will be required for membership in the Association. ***The amount will be set by the Board. The amount for annual and lifetime dues will be accounted for as follows:*** Fifty Percent (50%) to Scholarship Fund and Fifty Percent (50%) to General Fund. Donations beyond the dues will be divided accordingly: Fifty Percent (50%) to General Fund and Fifty Percent (50%) to Scholarship, unless specifically donated for a designated fund within the Association.

Adopted 12 April 2008
By-Laws Bothell High School Alumni Association

ARTICLE VI *(p. 2)*
MEETINGS OF MEMBERSHIP

Section 1. Location of Meetings

All meetings of the Membership shall be in the State of Washington within at least a fifty (50) mile radius of Bothell High School.

Section 2. Regular and Annual Meetings Schedule

Regular monthly meetings shall be held on a date and at a time and place designated by the Board. The required Annual meeting shall be held in November of each year on a date and at a time and place designated by the Board. The Secretary, under direction of the President, shall notify the Members of the date, time and agenda at least thirty (30) days prior to the annual meeting.

Section 3. Special Meetings

Special meetings of the Board may be called by the Board of Directors providing there has been a notification sent to members seven (7) days prior the meeting.

ARTICLE VII *(pp. 2-3)*
BOARD OF DIRECTORS

Section 1. Definition and General Powers

The affairs of the Association shall be managed by its Board. ***The Board shall consist of the elected Officers and Directors of the Association.*** The Board shall ***establish*** all policies and procedures that it deems necessary or proper for the ***governing*** of the organization and for the orderly conduct of its affairs.

Section 2. Nominations and Election

Prior to the annual meeting, ***the President*** shall appoint a nominating committee of at least three (3) active members to nominate for each Board vacancy at least one (1) active member who has indicated a willingness to serve if elected. The nominating committee ***shall submit their nominees to the general membership at the annual meeting. The President shall open the floor for additional nominations. At close of nominations an election of Board members will take place.*** Voting shall be by ***secret*** ballot except in cases where there is only one candidate nominated, in which case the Secretary may be instructed to cast an unanimous ballot for said candidate.

Section 3. Number of Board Members, Terms of Office *(pp. 2-3)*

The Board shall consist of the five (5) elected officers and no more than ten (10) elected Directors.

The term of office for Directors shall be two (2) years.

Section 5. Compensation

Board members shall not receive salaries for their services. They may receive reimbursement for expenses incurred in the performance of their duties as a Director as outlined in Article XII Section 2.

ARTICLE VIII *(pp. 3-4)*
MEETINGS OF BOARD OF DIRECTORS

Section 1. Location of Meetings

All meetings of Board shall be in the State of Washington ***within at least a fifty (50) mile radius of Bothell High School.***

Section 2. Regular and Annual Meetings Schedule

Regular monthly meetings shall be held on a date, and at a time, and place designated by the Board. The Annual meetings shall be held in November of each year on a date, and at a time, and place designated by the Board. The Secretary, under the direction of the President, shall notify the Board and Members of the date, time, place, and agenda at least thirty (30) days prior to each annual meeting.

Section 3. Special Meetings

Special meetings of the Board may be called by the President or any three ***(3)*** Directors. Persons calling special meetings shall determine the date, time, and place for the special meeting.

Section 4. Notice of Special Meetings

Notice shall be given to each Director at least seven (7) days prior to the special meeting date. The notice will include the date, time, place, and purpose of the special meeting. Notices may be sent by mail***, or e-mail, or given person to person by telephone.*** Notices sent by ***mail or e-mail*** must bear ***a postal mark or electronic send date*** at least seven (7) days prior to any special meeting.

Section 5. Quorum

A quorum for meetings of the Board shall require the presence of a majority of the ***current members of the Board.***

ARTICLE IX (*p. 4)*
OFFICERS

Section 1. Officers*, Terms* of Office, and Duties

Membership Secretary

The Membership Secretary shall maintain the primary list (computer file) of the mailing address and telephone number of all alumni, ***educators,*** and school employees, and their membership status. ***One (1) other designated member*** of the Association will retain backup copies of the list (computer file). The Membership Secretary will update the list and backup copies ***annually, or as needed.***

Section 2. Nominations and Elections *(p. 5)*

The officers of the Association shall be nominated ***by the committee and/or*** from the floor ***of the membership meeting one (1) month prior to the election and elected following the election of the Board of Directors during the annual membership meeting.*** Voting shall be by ***secret*** ballot except, in cases where there is only one ***(1)*** candidate nominated, in which case the secretary may be instructed to cast a ***unanimous*** ballot for the candidate.

Section 3. Removal *from Office*

Any Officer, or Board member may be removed by a two-thirds (2/3) vote of the Board when it is judged to be in the best interest of the Association. ***Notification of the effected member shall be sent by registered mail explaining reason and cause for action.***

ARTICLE XII
CONTRACTS AND FUNDS *(pp. 5-6)*

Section 2. Expenses

No expense *of $200.00 or more* shall be incurred by any persons or group of persons without the authority of the Board, and proof of purchase.

All checks in excess of two hundred dollars ($200.00) shall be co-signed by the President or assigned designee.

Any person or group of persons incurring such expense or obligation without specific authority shall be held personally liable for said expense.

In addition, any reimbursement issued to the Treasurer shall be signed by the President or authorized designee.

Section 3. Deposits of Funds

All income of the Association shall be deposited in a timely manner to the credit of the Association in banking institutions designated by the Board. No account may be opened or closed without specific authority of the Board.

The Board may, on behalf of the Association, accept or reject any contribution, gift, grant or bequest for the general purposes or any special purposes of the Association.

Section 4. Withdrawals of Funds

Checks, Drafts, and Orders for Payment

All checks, drafts and orders for payment of money issued in the name of the Association shall be signed by the Treasurer ***or*** the President. In the event of the absence or inability of one or the other to perform these duties, the Vice President, ***or*** Secretary shall exercise this authority in that order.

Transfer of Funds

Funds in any savings account may be spent only through transfer to a checking account. The Treasurer and/or President shall have sole authority to direct transfer of funds from a savings account to a checking account. In the event of the absence or inability of one or the other to direct transfer of funds, the Vice President or Secretary shall exercise this authority. ***All withdrawals exceeding five-hundred dollars ($500.00) require a second authorized signature and authority of the Board.***

ARTICLE XVI
RULES OF ORDER

Robert's Rules of Order***, newly revised, tenth (10th) edition*** by H. M. Robert shall govern the proceedings of all meetings of the Board, and its committees. A parliamentarian may be appointed from among the Directors by the President to assist in compliance with the rules.