

Bylaws of the Dundalk High School Class of 62 Scholarship Fund

<u>Bylaws</u>	2
<u>Article I: General Provisions</u>	2
<u>Article II: Membership</u>	2
<u>Section 1. Membership</u>	2
<u>Section 2. Responsibilities of Membership:</u>	2
<u>Article III: Governance</u>	3
<u>Section 1: INITIAL Temporary Board</u>	3
<u>Section 2: Permanent Composition.</u>	3
<u>Section 3: Elections</u>	4
<u>Section 4: Term of Office</u>	4
<u>Section 5: Quorum</u>	4
<u>Section 6: Vacancies</u>	4
<u>Section 7: Meetings</u>	5
<u>Section 8: Rules of Order</u>	5
<u>Section 9: Finances</u>	5
<u>Article IV: Bylaws, Policies and Procedures, and Amendments</u>	6
<u>Section 1. Initial Adoption</u>	6
<u>Section 2. Proposed Amendments</u>	6
<u>Section 3. Approval of Amendments</u>	6
<u>Section 4. Dissolution</u>	6
<u>Article V: Relationship with Dundalk High School</u>	7
<u>Article VI: Selection of the Class of 62 Scholarship Recipient</u>	7

Bylaws

Article I: General Provisions

The Class of 62 Scholarship Fund is founded by and for the members of the Dundalk Senior High School Class of 62, for the purpose of providing a scholarship yearly to a graduating senior from Dundalk Senior High School. The Class of 62 Scholarship Fund is established by the adoption of this Constitution by the class members on June 14, 2004, and is subject to the provisions which legally established The Class of 62 Scholarship Fund.

The purpose is to:

Carry out fundraising and other charitable activities for the benefit of the scholarship fund.

Article II: Membership

Section 1. Membership

All persons who graduated in 1962 from Dundalk High School in Dundalk, Maryland.

Section 2. Responsibilities of Membership:

Each member of the class of 62 shall be entitled to vote for members of the Board of Directors.

Members shall not use the class of 62 rosters to promote personal gain.

The Class of 62 Scholarship Fund name shall be used only for class business and may not be used for any other purpose without approval from the Board of Directors by 2/3-majority vote.

Article III: Governance

Section 1: INITIAL Temporary Board.

An initial Board shall consist of volunteers from the class of 62 members whose purpose is to establish the **Dundalk High School Class of 1962 Scholarship** Fund, form the legal framework, sponsor elections for the permanent Board of Directors, and begin the management of the **Scholarship** Fund's business.

Section 2: Permanent Composition and Term

The Board of Directors shall consist of the President, Vice-President, Secretary and Treasurer and four At-large members. The Board of Directors shall be the principal decision-making body for the **Scholarship** Fund, shall manage the business and property of the Scholarship Fund and shall perform such functions as required to promote the growth, effectiveness, and general welfare of the **Scholarship** Fund. The Board shall have the power to adopt, alter or amend the organization's bylaws as set forth herein, The Board of Directors, all of whom shall be graduates of the Dundalk High School Class of 62 shall be elected by a general vote in September of odd-numbered years. The terms of officers and board members shall be two (2) years.

PRESIDENT. The President shall preside over all business of the Class of 62 Scholarship Fund and shall be the primary spokesperson for the membership. The President shall preside over all meetings/**discussions of the** Board of Directors and shall exercise general supervision over its officers and membership. The President, **with the concurrence of the board**, appoints subcommittees, and shall be the official representative of the board in conducting business. The **P**resident will only vote in case of a tie.

VICE-PRESIDENT. As principal deputy to the President, the Vice **P**resident may act in the President's absence when appropriate or when specifically requested to do so by the President. Other specific duties of the Vice President are as specified by the President, or as assigned by the Board of Directors from time to time. The Vice President shall be responsible for: receipt of nominations for elective Officers and the At-Large members of the Board of Directors and for tallying the results of elections and reporting on the results to the Board of Directors and to the membership of the **C**lass of 62.

TREASURER. The **T**reasurer shall be responsible for all funds and shall oversee the receipt and disbursement of the moneys of the Fund, subject to the approval of the Board of Directors. The **T**reasurer shall maintain all appropriate financial records and shall file any documents required by the applicable taxing authorities. The **T**reasurer shall present a yearly financial statement and a proposed annual budget to the Board of Directors and shall provide other financial records and reports as required. The

Treasurer shall at NO time discuss amounts donated by members of the class of 62 to the scholarship fund with anyone except the president. The Treasurer shall not disburse any funds without advance approval of the Board of Directors, with such approval obtained by majority vote of the Board.

SECRETARY. The Secretary of the Board of Directors shall keep accurate accounts of all meetings/**discussions** of the board. Shall at the request of the President send notifications to the **Class of 62 alumni** and schedule meetings, **as appropriate**, for the Board of Directors. During election year, the Secretary, at the direction of the Vice President, will establish the ballot, and notify Class members of the election.

At-Large members of the Board. Four **general** members of the Board will be from the **Class of 62 membership**. These Board members will assist in the general operation of the **Scholarship Fund**.

Section 3: Elections

Elections of the Officers and At-large members of the Board of Directors of the Class of 1962 Scholarship Fund will be held in odd-numbered years. The Board of Directors shall be nominated by **Class of 1962 members** (members may nominate themselves). Nominations shall be submitted to the Vice President of the Board of Directors no later than November 1st of the election year. The Vice President will then direct the Secretary to establish a ballot to be **posted on the Class of '62 website.** **The Secretary will notify Class of 1962 members of the posting and election via email or U.S. Mail.** **Class of 1962 members may vote by email or note addressed to the Vice President no later than December 1st.**

In June 2015 the Officers and Board members voted unanimously to extend the Term of office for all Officers and Board members until December 31, 2018.

This Amendment was approved by the Officers and Board members because by prior agreement the entire Board of Directors agreed to award the scholarship through May 2018.

If the entire Board of Directors decide to extend the Scholarship beyond 2018 an election shall take place in December 2018

Section 4: Term of Office

The term of office for all Officers and At-large members of the Board of Directors shall begin on the First of October following election and shall be a term of two (2) years or until a successor is duly elected. Any At-large member of the Board of Directors shall be eligible to seek reelection to the Board of Directors for unlimited terms. Any Officer having been elected to serve one (1) full term of two (2) years shall be eligible for reelection to that same office for unlimited terms.

Section 5: Quorum

Two-thirds of the Board of Directors or six (6) Officers and members of the board shall be considered a quorum for the purpose of voting. Either the President or the Vice-President must **participate** for the quorum to be met.

Section 6: Vacancies

The Board of Directors shall have the authority to appoint a member of the Class of 1962 to a vacated seat or unfilled position. Any vacancies to the Board of Directors may be filled by a two-thirds vote of the Board. Vacancies may be filled at any time during a two year term.

The written resignation of **an Officer or At-large member** must be submitted to the President or the Vice-President of the Board. This officer will inform the Board within thirty days of receipt.

The President of the Board will then place in nomination **one or** two names to replace the board member who resigned. The Board will vote on the replacement to fill out the term of the member who resigned. This appointment does not affect the member running for regular office or position to the Board.

Section 7: Meetings

The Board shall **convene** at least two times each year, at such time as shall be fixed by the President or by the Board. Additional meetings/**discussions** may be called by the President **or the Board** to conduct necessary business for the **Scholarship Fund** that requires Board vote. **The President or the Board may, at their discretion, call and conduct meetings/discussions** by the use of technology (e-mail, phone vote, MSN messenger, etc.). **Notice of such meetings/discussions** shall be sent to the Officers and and At-large members of the Board of Directors at least **a week** in advance.

Section 8: Rules of Order

Meetings of this organization shall be governed by the current Robert's Rules of Order except when in conflict with these bylaws or when used with technology.

Section 9: Finances

No member of the Board of Directors is entitled to compensation in any form for their efforts. All work for the Class of 62 Scholarship Fund is done on a volunteer basis.

Members of the Board of Directors can be reimbursed from the Fund for miscellaneous expenses such as paper, envelopes and postage stamps. Estimated expenses will be included in the annual budget submitted to the Board by the Treasurer.

Article IV: Bylaws, Policies and Procedures, and Amendments

The conduct of the affairs of the Association, its membership and Board of Directors shall be governed by this set of Bylaws, which may be amended from time to time in accordance with the provisions thereof. Any and all matters and rules for the governance of the **Scholarship Fund** not specifically covered in the Bylaws insofar as permitted by law, may be set forth in **the Scholarship Fund** Policies and Procedures as adopted by majority vote of the Board of Directors. The Bylaws and Policies and Procedures shall be disseminated to all class of 62 Alumni members by the Fund's Secretary.

Section 1. Initial Adoption

The Bylaws shall become operational after approval by two thirds vote of the initial temporary Board of Directors.

Section 2. Proposed Amendments

The power to make, alter, amend, or repeal the Bylaws of the Association shall be vested in the Board of Directors. Members of the Class of 62 may propose an amendment at any time by submitting them in writing to the President, who shall in turn present them to the Board of Directors and require that the **Secretary of the Scholarship Fund** post a copy to all Class of 62 alumni on the website with email or U.S. Mail notification of the posting within thirty days of receipt. Members may provide comments on the proposed amendments to any member of the Board of Directors in writing within fifteen days of dated proposed amendment. **The** Board of Directors will consider the comments prior to deciding how to vote on the proposal. A vote on the proposal shall be held within **30** days of receipt.

Section 3. Approval of Amendments

The Bylaws of the Scholarship Fund may be amended by a two-thirds vote of the Board of Directors.

Section 4. Dissolution

The **Scholarship Fund** may be dissolved by unanimous vote of the Board of Directors. In the event of dissolution of the Fund any amounts held for its use from donation, sales, program receipts or other sources shall be donate to the DHS Alumni Association for their scholarship fund.

Article V: Relationship with Dundalk High School

In accordance with the stated purpose of the Fund, the Board of Directors shall make all reasonable efforts to maintain good relations and communication with Dundalk High School (“the School”), its successors and its constituents. There shall be no financial relationship between the **Scholarship** Fund and the School.

Article VI: Selection of the Class of 62 Scholarship Recipient

No member of the Board of Directors will participate in the selection of the recipient of the Class of 62 Scholarship unless invited by the acting Principal of the Dundalk High School. The recipient of the Class of 62 Scholarship should be selected by the designated staff and faculty of Dundalk r High School.

The Board of Directors will provide the Dundalk High School selection committee or a designated representative, with criteria to follow in awarding the Class of 62 Scholarship.