



# CROWN POINT HIGH SCHOOL Alumni Association

## **Articles of Incorporation**

### **ARTICLE I:** **Name**

The name of this corporation shall be Crown Point High School Alumni Association.

### **ARTICLE II:** **Purpose**

This is a non-profit corporation organized solely for general charitable purposes.

### **ARTICLE III:** **General & Specific Purposes**

- a. This corporation shall operate exclusively for such charitable and educational purposes as will qualify it as an exempt organization under Internal revenue Code Section 501(c)(3) under the Crown Point Community Foundation, including the making of distributions for such purposes to organizations that qualify as tax-exempt organizations under the code. In particular, it shall promote, support, and create an active interest in the Crown Point High School alumni activities.
- b. The corporation shall have and exercise all rights and powers conferred on corporations under the laws of the state of Indiana, provided that this corporation is not empowered to engage in any activity which in itself is not in furtherance of its purposes as set forth in subparagraph "a" of this Article Three.
- c. No part of net earnings, properties, or assets of this corporation, on dissolution or otherwise shall inure to the benefit of any member or director of this corporation.
- d. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code under the Crown Point Community Foundation. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this

corporation participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

**ARTICLE IV:**  
**Registered Office & Registered Agent**

The registered office for the transaction of the business of the corporation is to be located in Crown Point, Indiana. The initial registered agent is Cynthia R. Dewes, Executive Director, Crown Point High School Alumni Association. The registered office for the corporation and the business address of the registered agent is Crown Point Alumni Association, Crown Point High School, 1500 S. Main Street, Crown Point, IN 46307.

**ARTICLE V:**  
**Directors**

- a. The powers of the corporation shall be exercised, its properties controlled, and its affairs conducted by a board to be known as the board of directors. The number of directors of this corporation shall be set forth in the corporation bylaws.
- b. Each member of the Board shall have one vote each on issues coming before the board.
- c. The directors named herein as the first board of directors shall serve their term as specified in the bylaws of this corporation.
- d. Membership provisions, such as stating the qualifications and rights of the members of each class and the commencing date for term of office shall be set forth in the corporations bylaws.
- e. The Election provisions, such as stating the method and manner of appointing members of the Board of Directors, shall be set forth in the corporation bylaws. The general membership shall be put on notice of said election provisions at least 60 days prior to the election.
- f. Notwithstanding the election provisions outlined in the bylaws, the general membership may require an election by the general membership if supported by one percent of the general membership. Such call for an election must be communicated to the Board of Directors at least 30 days prior to the election.

November 2009.



# CROWN POINT HIGH SCHOOL Alumni Association

## **By-laws**

### **PREAMBLE**

The Crown Point High School Alumni Association, as organized and defined herein, is represented in all matters and affairs by a Board of Directors. All references to the "Association" in these bylaws shall be deemed to be in the context of such Board representation. The Association may also be known as the "CPHS Alumni Association" or "Association".

### **ARTICLE I** **Identification**

#### **Section 1.1 - Name**

The name of this Association shall be the Crown Point High School Alumni Association. This name can be abbreviated as "CPHS Alumni Association" or "Association".

#### **Section 1.2 – Principal Office and Resident Agent**

The post office address of the principal office of the CPHS Alumni Association is Crown Point High School, 1500 S. Main Street, Crown Point, IN 46307. The registered agent is the Executive Director.

#### **Section 1.3 – Fiscal Year**

The fiscal year for the Association will begin January 1 and end at the close of business December 31.

### **ARTICLE II** **Intentions**

#### **Section 1 - Purpose**

The purpose of the CPHS Alumni Association is to develop and maintain a close relationship between Crown Point High School, its constituents, and its alumni for their mutual benefit. The Association is committed to, and involved in, the support and well-being of Crown Point High School and its alumni.

#### **Section 2 - Objectives**

To assist Crown Point High School in communicating with its alumni and in maintaining a dialogue which interprets the goals and objectives of the CPHS Alumni

Association to the alumni and, conversely, to convey to Crown Point High School, the views, attitudes, and needs of the alumni in seeking to preserve, advocate and promote alumni interests; to support the missions and goals of Crown Point High School; to strengthen alumni activities and programs; to serve Crown Point High School by other ways and means to be mutually determined by the alumni and the school administration.

### **Section 3 - Not for Profit**

The Association is not operated for profit and no profit shall benefit any individual or group of individuals connected with the organization except in consideration for services rendered.

### **Section 4 - Dissolution**

It is the intent of this Association that it shall have perpetual existence. In the event of dissolution, however, its Board of Directors shall, after making provisions for payment of all liabilities, transfer assets to the Crown Point Education Foundation's Endowment Fund, or its successor to be used as determined by Crown Point High School Alumni Association.

## **ARTICLE III** **Membership**

### **Section 1 - Definition and Classes of Alumni**

All persons who have graduated from Crown Point High School or who have attended Crown Point Community Schools as listed by the registrar are defined as being alumni, and

All persons who have taken part in the educational process of the Crown Point Community Schools to assist and to educate the graduates of Crown Point High School are considered alumni. Therefore, both are eligible to become Full Members of the Association. Full Members are eligible to vote on Association business.

### **Section 2 - Dues and Donations**

To become a Full Member of the Association, payment of dues may be required. Unless approved by the Executive Committee, dues will not be prorated. Dues for active membership are to be determined by the Executive Committee.

## **ARTICLE IV** **Board of Directors**

### **Section 1 - Organization and Authority**

The Association is directed by a volunteer Board of Directors, which acts on behalf of the Association.

## **Section 2 - Eligibility**

Only Full Members, as defined in Article III, Section 1, shall be eligible to serve in any of the Association's positions.

## **Section 3 - Officers**

The Board of Directors of this Association shall consist of a President, Vice President, Secretary, Treasurer, and other at-large members which shall number not less than one and not more than five, as determined by the Board.

## **Section 4 - Appointment**

Members of the Board of Directors shall be appointed by the outgoing Board of Directors in the month of March. If the general membership calls for an election by the general membership, the Board of Directors shall appoint an Election Chair to supervise elections. Notice of an election shall be made in a timely manner. A majority of votes cast by those present shall constitute an election.

## **Section 5 - Assumption of Duties**

Officers shall assume their official duties beginning the April 1 following the election and shall serve a term of two years or until their successors are appointed. At this time, the new officer will receive and sign for all records, books, and other materials pertaining to that office.

## **Section 6 - Term Limits**

A person shall not be eligible to serve more than two consecutive terms as President, Secretary, or Treasurer. A person who has served more than one-half a full term shall be deemed to have served full term in such office.

## **Section 7 - Consent**

Only those persons who have signified their consent to serve if appointed shall be nominated for or appointed to such office.

## **Section 8 - Vacancies**

Vacancies in appointed positions may be filled for the unexpired term by appointment by a 2/3 vote of the Board.

## **Section 9 - Removal**

Any Board member who fails to conduct the duties described in these bylaws may be removed by a 2/3 vote of the Board.

**ARTICLE V**  
**Duties of Officers**

**Section 1 – President**

The President shall preside at all meetings of the organization and coordinate the work of the officers and committees of the organization in order that the Association objectives may be promoted. The President shall have one vote on the Board of Directors.

**Section 2 - Vice President**

The Vice President shall act as an aide to the President, perform the duties of the President in the absence or inability of the officer to act. The Vice President shall have one vote on the Board of Directors.

**Section 3 - Secretary**

The Secretary shall record the minutes of all meetings of the organization and keep a current record of the possession of all records, books, and other materials pertaining to each office. The Secretary shall have one vote on the Board of Directors.

**Section 4 - Treasurer**

The Treasurer shall have custody of all funds of the organization, keep a full and accurate account of receipts and expenditures made by the Association, make disbursements as approved by the Board and authorized by the President, have checks or vouchers signed by the Treasurer or an appointed alternate and one other authorized Board member, present a financial statement at each meeting of the Association and at other times as requested by the Board, and have the accounts and books audited annually or upon change of officer by an auditor or an auditing committee selected by the Board, who, satisfied that the annual report is correct, shall sign a statement of that fact at the end of the report. The Treasurer shall have one vote on the Board of Directors.

**Section 5 – At-Large Members**

At-Large members shall assume responsibilities as delegated by the Board. At-Large members shall each have one vote on the Board of Directors. It is suggested that the Board of Directors invite an administrator, a faculty member, and a student representative to be an at-large member.

**Section 6 - Other Duties**

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of office or in case of resignation or dismissal, each officer shall submit to the President, within ten (10) days, all records, books, and other materials pertaining to the office.

**ARTICLE VI**  
**Meetings**

**Section 1 - Annual Meeting**

There will be an annual meeting of the CPHS Alumni Association, the date to be designated by the Board of Directors in March.

**Section 2 - Order of Business**

The order of business at the annual meeting shall be:

- a. Call to order
- b. Reading of minutes of previous annual meeting
- c. Financial report
- d. Annual report
- e. Old business
- f. New business
- g. Adjournment

**Section 3 - Notice of Meeting**

Notice of the annual meeting of the membership shall be made in writing at least 60 days in advance.

**ARTICLE VII**  
**Business of the Alumni Association**

**Section 1 - Board of Directors Voting**

Votes on Alumni Association business shall be by majority and may be taken by proxy as authorized by the Board of Directors.

**Section 2 - Committees**

The Board of Directors may create and support committees as it may deem necessary for the promotion of the purpose of the Alumni Association.

**ARTICLE VIII**  
**Amendments**

**Section 1 - Procedure**

The Bylaws of the Association may be altered, amended, or repealed at any meeting of the Board of Directors by a 2/3 vote. A written notice of the proposed amendment(s), with the reasons for them, must be given to each member of the Board at least 30 days in advance of such meeting.

**Section 2 - Proposals**

Amendments may be proposed by any Association member and must be presented in writing to the President. The text of the proposed amendment(s) shall be reviewed by the Board of Directors and if necessary, a legal consultation as to the effect, if any, of the proposed amendment on the exempt status within the meaning of Section 501(c)(3) of the Internal Revenue Code and the nonprofit status of the Association under the laws of the state of Indiana.

**Section 3 - Review**

These Bylaws will be reviewed by a committee selected by the Board of Directors every five years.

November 2009.