

Greensburg Central Catholic Alumni Association
911 Armory Drive
Greensburg, Pennsylvania 15601

By-Laws

Dated: June 21, 2013

The membership of the Greensburg Central Catholic Alumni Association of Greensburg, Pennsylvania, duly assembled after proper notice, does hereby adopt the following by-laws in accordance with the provisions and requirements of the Nonprofit Corporation Law of the Commonwealth of Pennsylvania.

Article I - Name

The official name of the organization shall be the “Greensburg Central Catholic Alumni Association.”

Article II - Mission

The mission of which the association is formed is the maintenance of a standing organization to address the management of alumni affairs for the Greensburg Central Catholic High School, chartered in 1959, in the Diocese of Greensburg, and the Greensburg Central Catholic Junior-Senior High School, chartered in 2011, in the Diocese of Greensburg. The association shall provide for an assembly to oversee annual alumni-related activities and the creation of committees to provide for public relations, class reunion assistance, homecoming activities, socials, group excursions, sponsorship of community events, fundraising, and scholarship creation and awards. The association does not exist for pecuniary gain for profit, incidental or otherwise, and no part of the net earnings of the association shall inure to the benefit of or be distributable to its officers or members.

Article III - Organization

Section 1: The Greensburg Central Catholic Alumni Association (the “Association”) shall consist of the general membership and the Alumni Council.

Section 2: The governing body of the Greensburg Central Catholic Alumni Association shall be the Alumni Council (the “Council”) composed of the President, Vice-President, Secretary, Treasurer, and twenty members of the Greensburg Central Catholic Alumni Association.

Section 3: The terms of office for the President, Vice-President, Secretary, and Treasurer of the Alumni Council of the Greensburg Central Catholic Association will be in compliance with the provisions prescribed in Article VII, Section 3, and the twenty members of the Association elected to the Council shall be elected for a term of three years, with eight members elected each year.

Section 4: The Council shall create an Executive Board that shall consist of the President, Vice-President, Secretary, and Treasurer of the Council and three other members of the Council who shall be chosen by the Council.

Article IV - Existence

The said association shall have perpetual succession by its official name as stated in Article I.

Article V - Meetings of the Association and Council

Section 1: The meetings of the Greensburg Central Catholic Alumni Association and the Alumni Council shall be held at the Greensburg Central Catholic Junior-Senior High School, located at 911

Armory Drive, in Greensburg, Pennsylvania, or at a designated location agreed upon by a quorum of their respective assemblies.

Section 2: Special meetings of the membership of the Association or the Council may be called by the President, a majority of the officers of the Alumni Council, the majority action of a quorum, as defined by Section 4 of this Article, at a meeting of the membership, or by any twelve members of the Association.

Section 3: Notice of special meetings of the Council and the Association shall be given to the membership in writing by conventional mail or electronic mail, and said notice shall set forth the time and place of the meeting and the business to come before those to be assembled. At least five business days prior to said meeting must exist between the announcement of the meeting and the meeting date.

Section 4: A quorum for the purpose of conducting business at a regular or special meeting shall consist of twelve regular members of the Association in good standing who are qualified to vote.

Section 5: Regular and special meetings of the Greensburg Central Catholic Alumni Association and the Alumni Council shall be conducted in accordance with the parliamentary procedure prescribed in *Robert's Rules of Order*.

Section 6: The Alumni Council shall be required to conduct at least three open meetings in one calendar year that shall be scheduled for the second Wednesday in the months of February, June, and October, and the official minutes of these meetings will be presented at the next regular meeting of the Greensburg Central Catholic Alumni Association.

Section 7: The Alumni Association shall be required to conduct at least one meeting in each calendar year that will be held on the first Wednesday in October.

Section 8: The Executive Board shall meet at the call of the President of the Council or at such times and places that a majority of the Executive Board itself shall appoint. The President of the Board of Directors shall be required to state the purpose of any such meeting with reasonable notice given to each member of the board by mail, telephone, electronic mail, or personal contact.

Article VI - Membership

Section 1: Upon graduation, graduates from Greensburg Central Catholic High School and graduates from Greensburg Central Catholic Junior-Senior High School will become members of the Greensburg Central Catholic Alumni Association. Membership is automatic with no fees. The membership may also include ex officio and nonvoting members who are not alumni of Greensburg Central Catholic High School or Greensburg Central Catholic Junior-Senior High School upon the approval the Council.

Section 2: Voting rights at meetings of the Association shall be limited to alumni of the former Greensburg Central Catholic High School and alumni of the present Greensburg Central Catholic Junior-Senior High School.

Section 3: The Secretary shall maintain and make available, to the Association, a record of the membership.

Article VII - Officers of the Council

Section 1: The officers of the Association shall be the President, Vice-President, Secretary, and the Treasurer of the Alumni Council.

Section 2: The offices of President, Vice-President, Secretary, and Treasurer of the Association shall be chosen from and elected exclusively by the members of the Alumni Council.

Section 3: The offices of President, Vice-President, Secretary, and Treasurer shall serve a term of two years.

Section 4: The election of officers shall be conducted in June of each year in the presence of no less than a quorum of twelve of the membership of the Alumni Council.

Section 5: The President shall preside at all meetings of the Association and shall execute the usual and customary duties of the office of President. He or she, shall, at each meeting of the Council and the Association, call for a reading of the minutes of subsequent meetings for approval by the membership. The President shall be empowered to appoint special and standing committees at his or her discretion.

Section 6: The Vice-President shall assume the duties of the President in the absence of the President.

Section 7: The Secretary of the Association shall be responsible for maintaining adequate and accurate records of all meetings of the Council, the Association, and any committee meetings as designated by the President, as well as performing the customary duties of the Secretary.

Section 8: The Treasurer shall keep adequate and accurate records of all monies received and paid out by the Association. It shall be his or her responsibility to oversee all financial transactions including recording all income, paying all legitimate approved expenses, and maintaining complete and accurate records of such.

Section 9: The President, Vice-President, Secretary, and Treasurer are empowered to sign checks drawn on the treasury of the Association. Each check drawn shall require two signatures from those duly empowered.

Section 10: It shall be the duty of the President and the Treasurer of the Council to prepare a calendar year budget for submission to the membership for approval at October meeting.

Section 11: The officers of the Association shall make no single expenditure in excess of one hundred dollars or outside the approved budget. Any single expenditure in excess of one hundred dollars or outside the limits of the fiscal budget shall require approval of the majority of the membership present at a meeting of the Council after it has been presented in the form of a resolution at a previous meeting.

Section 12: If any officer or member misses three consecutive regular meetings of the Council, the President may dismiss the member from his or her office and appoint a successor for the expired term.

Article VIII - Elections

Section 1: Only members of the Greensburg Central Catholic Alumni Association shall be eligible for membership to and office in the Council or in the Association.

Section 2: There shall be a nominating committee appointed by the President to nominate candidates for office in and membership to the Council comprised of at least five members of which who are not present officers or members of the Council, and who are not candidates for election or re-election under the conditions prescribed in Article III or Article VII. The nominating committee shall present recommended nominees for candidacy to the membership at the meeting of the Council which precedes the meeting at which elections will be conducted as prescribed in Article VII, Section 4.

Section 3: Elections for membership to the Council shall be conducted in June of each year and by the general membership of the Association. The election of officers of the Council shall be conducted in June of each year as prescribed in Article VII, Section 4.

Section 4: All members of the Council so elected shall take office on July 1st of the year in which they are elected, and all officers of the Council so elected shall take office on July 1st of the year in which they are elected.

Article IX - Committees

The following committees shall exist as standing committees and execute their respective and assigned tasks: Public Relations, Homecoming, Development, Membership, Activities, Online Networking, Finance, and Scholarship.

Section 1: The Public Relations and Marketing Committee shall work to increase membership in and involvement with the Alumni Association, as well as to improve the Association's marketing programs.

Section 2: The Homecoming Committee shall be responsible for planning and helping to execute the events of the school's annual homecoming weekend.

Section 3: The Development Committee shall create a plan that will guide the organization in seeking and securing funding from an array of outside sources. The committee must identify and communicate with potential donors to support the work of the Association.

Section 4: The Membership Committee shall create and implement recruitment and retention programs to increase and maintain membership of the Association. The Membership Committee shall be responsible for creating and maintaining a current and accurate alumni data base.

Section 5: The Activities Committee shall plan regular and special activities for the Association's membership that provide for socializing and interaction among alumni. These activities could include such events as dances, luncheons, dinners, golf outings, and travel.

Section 6: The Online Social Networking Committee shall be a coalition to provide opportunities for professional and social online networking and collaboration among alumni, students, staff, and faculty communities of Greensburg Central Catholic Junior-Senior High School, e.g., Facebook, Twitter, email, etc.

Section 7: The Finance Committee shall be appointed by the President of the Alumni Council and consist of the Treasurer and no fewer than two members of the Council to assist in overseeing the integrity of the Association's financial statements, the Association's compliance with legal and regulatory requirements, the auditor's qualifications and independence, and the performance of the Association's internal audit function.

Section 8: The Scholarship Committee shall consist of at least five members of which at least three shall be members of the Council and serve as a conduit through which benefactors may contribute directly to current financial aid to students, to the permanent endowment fund, or to other programs which may be authorized by the Council. Meetings of the scholarship committee shall be held at the written or oral call of the President or Vice-President of the Council with a notice of at least ten days having been given. Five members shall constitute a quorum. A report of each meeting of the committee shall be made at the next meeting of the Council. The scholarship committee shall recommend to the administration of the junior-senior high school, which shall retain the right of final decision, students to receive financial aid, and the amount thereof. Recommendations shall be based on a student's ability, character, and sense of moral, civic, and social responsibility.

Article X - Finance

Section 1: Tax Exempt Status. The Association shall apply for federal 501 (c) (3) Tax Exempt Status.

Section 2: Income. Income received by the Alumni Council may include, but is not limited to designated and undesignated contributions, event income in excess of expense, and designated and undesignated bequests.

Section 3: Contributions. The Council may solicit contributions for a specific purpose or for the general support of the Association. Contributions made for a specific purpose shall be so recorded and reported, and used for the explicit purpose described within the solicitation.

Section 4: Event Income. Unless previously designated for a specific purpose by the Council, income in excess of expense derived from the operation of the events shall become part of the general funds of the Association.

Section 5: Bequests. The Association may solicit, in conjunction with requests for dues, or at other times, bequests for a specific purpose or for the general support of the corporation. Bequests and income therefrom not specifically designated for any purpose shall become a part of the permanent endowment fund as either a named scholarship or as part of the general endowment fund, unless an alternative use shall be approved by a 2/3 vote of the Council. Bequests made for a specific purpose shall be so recorded and reported, and used for the purposes designated by the benefactor so far as is possible unless doing so would violate public policy, regulations of the, or the laws of the State of Pennsylvania.

Section 6: Endowment. The Association shall maintain a permanent endowment fund, with the principal use of the income generated therefrom to be the financial support, while at Greensburg Central Catholic Junior-Senior High School, of those students recommended by the Association's scholarship committee.

Article XI - Dissolution

Should there be a dissolution of the Association, the Council shall, after paying and making provision for the payment of all liabilities of the Association, distribute all of its remaining assets to Greensburg Central Catholic Junior-Senior High School or its successor organization.

Article XII - Amendments

Amendments to these by-laws may be adopted by the vote of two-thirds of a quorum, as defined in Article V, Section 4, present at any regular or special duly called meeting of the Council, provided that no such by-laws shall be adopted unless and until at least five business days written notice occurs. In addition to the notice of said meeting, written notice setting forth the contents of the proposed amendment or amendments shall be given to the membership by conventional mail or electronic mail.