

July 2006

CONSTITUTION OF THE VALLEY FORGE ALUMNI ASSOCIATION INC.

ARTICLE I - Name

This Association shall be entitled the Valley Forge Alumni Association, Inc.

ARTICLE II - Purpose Clause

- (a) The purpose or purposes for which said Association is formed are: to develop and maintain alumni support through reunions, scholarships, and other special programs and events.
- (b) The Valley Forge Alumni Association Inc. is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Code.
- (c) Upon the dissolution of the Valley Forge Alumni Association Inc., assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the Cuyahoga county where the principal office of the Valley Forge Alumni Association Inc. is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.
- (d) However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of the Valley Forge Alumni Association Inc. shall be distributed to a fund, foundation, or organization which is organized or operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

ARTICLE III - Qualification of Members

- (a) Any person who graduated from or attended Valley Forge High School since its founding in 1961.

ARTICLE IV - Officers

- (a) The officers of the Association shall be a President, Vice-President, Secretary and Treasurer.
- (b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Valley Forge Alumni Association Inc. shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

ARTICLE V - Duties of Officers

Duties of President

The President shall be the chief administrative officer of the Association. He or she shall preside at all meetings of the Association and of the Board of Trustees and have such additional powers and duties as the Board may determine. The President shall also be the official representative and spokesman unless such duty is specifically delegated in writing. The President shall appoint all standing and special committees and shall, with the advice and approval of the Board of trustees, name the chairman of the committees.

Duties of Vice-President

In the absence or disability of the President, the Vice-President shall have the powers and perform the duties of the President. The Vice-President shall be responsible for program planning and have such other duties as the Board may determine.

Duties of the Secretary

The Secretary shall keep a record of the proceedings of the Association and the meetings of the Board of Trustees, and shall attend to all correspondence of the Association except as otherwise ordered by the Board of Trustees. The Secretary shall perform such further and other duties as may be ordered by the Board.

Duties of the Treasurer

The Treasurer shall receive and safely keep all funds of the Association, which shall be disbursed only upon action of the Board of Trustees. The Treasurer shall report in writing at the annual meeting of the Association an account of the funds received and disbursed by the Treasurer. The Treasurer shall also report at such times and in such manner as the Board of Trustees may require. The Treasurer shall keep regular books of account, which shall at all times be open to the inspection of the President or such other person or persons as the Board of Trustees may direct, and the treasurer shall perform such other duties as may be required by the Association or by the Board of Trustees.

ARTICLE VI - TRUSTEES

(a) The Board of Trustees shall consist of all of the officers of the Association during their term of office, the current Valley Forge Staff Representative, and the chairperson(s) of special committees.

(b) The Board of Trustees shall supervise and control the administrative and general affairs of the Association, subject at all times to the direction of the Association. The funds of the Association shall be disbursed only upon the approval of the Board of Trustees. All such funds shall be disbursed only by checks countersigned by the Treasurer, President, or other officers as the Board of Trustees may determine.

(c) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Valley Forge Alumni Association Inc. shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

ARTICLE VII - Term of Office

(a) All Officers and Trustees shall hold their respective offices until the next annual meeting and until their successors shall be duly installed. Officers may be re-elected for an unlimited number of years and may resign at any time. In the event of a resignation, a special meeting must be called to vote in a temporary replacement until the annual meeting. The removal of an Officer or Trustee must be done at a special meeting and require a majority vote. At the same special meeting called for the removal of an Officer or Trustee, a temporary replacement must be voted on, to replace the removed Officer or Trustee until the annual meeting.

ARTICLE VIII - Election of Officers

(a) The election of Officers and Trustees of the Association shall be held at the annual meeting of the Association in April of each year. The newly elected officer will begin his or her term July 1 of that same year and remain in office until June 30 of the following year.

(b) Election of Officers and trustees shall be done by written ballot. A plurality of all votes cast for any office shall be sufficient to elect.

(c) The election shall be conducted and supervised by a committee of not less than (3) members appointed by the President, none of whom shall be a candidate for election at such meeting. The committee shall distribute and collect the ballots, count the same properly, and announce the results.

ARTICLE IX - Standing Committees

There are hereby created the following standing committees of the Association:

- | | |
|------------------------------|----------------|
| 1. Hall of Fame | 2. Scholarship |
| 3. Nominating | 4. Audit |
| 5. Publicity / Communication | 6. Membership |

In addition to the above-listed standing committees, the Board of Trustees shall, from time to time, create such additional and further committees as the Board feels necessary to fully discharge and accomplish the purpose for which the Association has been created.

The Board of Trustees shall determine the duties of each committee and receive and pass the reports of such committees.

ARTICLE X - Membership Dues/Donations

(a) Membership dues are voluntary and are paid at the end of a person's graduating year. No set amount is required, just deemed as the principal of the high school sees fit.

(b) The Valley Forge Alumni Association Inc. will operate solely on donations from past graduates.

ARTICLE XI - Meetings

Annual Meeting

(a) The Association shall hold an annual meeting the third Tuesday in April. In the event that this date falls during Valley Forge's Spring Break the meeting will be held the following Tuesday. Regular meetings of the Association will be held on the third Tuesday in July, October, and January. Meetings shall be conducted according to Robert's Rules of Order.

Executive Meetings

(b) The Executive Board consisting of the President, Vice President, Secretary and Treasurer will meet at least once before the regular scheduled meetings, typically in the months of March, June, September, and December. Executive board meetings are not limited to only these dates.

Special Meetings

(c) The President shall fix the time and place for special meetings of the Association when called by the Board of Trustees or upon a written request signed by 25 percent (25%) of the members. No business shall be transacted at a special meeting except that specified in the notice of the meeting or reasonable incident thereto.

ARTICLE XII - Privacy

(a) No substantial part of the activities of the Valley Forge Alumni Association Inc. shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Valley Forge Alumni Association Inc. shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE XIII - Amendments

(a) Proposals to amend this Constitution shall be submitted first to the Board of Trustees either by a resolution in writing introduced by any member of the Board or by a proposal in writing submitted to the secretary and signed by not less than ten (10%) percent of the members of the Association. Thereafter, the Secretary shall notify the members of the Board of Trustees that such a proposal has been submitted to the Board for approval or disapproval at a meeting to be held not less than two (2) weeks or more than four (4) weeks after the giving of such notice. The Board of Trustees shall indicate their approval or disapproval by a vote of the majority of the members present at such meeting.

July 2006

VALLEY FORGE ALUMNI ASSOCIATION, INC. BY-LAWS

MISSION STATEMENT

The Valley Forge Alumni Association, Inc. is a membership organization created to help graduates work together for the common good of both the graduates and the high school.

Our priorities and goals are as follows:

1. To Alumni:
 - § Maintains current database for reunions
 - § Provides information only to reunion committees, i.e. class list, mailing labels and tax exempt blanket certification
 - § Maintains class reunion funds.
 - § Maintains a newsletter and website.
 - § Preserves the history and traditions of Valley Forge High School.
2. To Current Students:
 - § Provide scholarships to seniors and grants to teachers.
 - § Provide funds for school functions, projects, clubs and building in general.
3. To Community:
 - § Byers Field Foundation
 - § Parma Area Chamber of Commerce
4. Income Generating:
 - § Sale of alumni merchandise
 - § Sales of old yearbooks
 - § Annual fundraiser
 - § Interest from reunion funds
 - § Subscriptions to the newsletter and web directory
 - § Occasional individual donations.

Article 1

The Valley Forge Alumni Association, Inc. located at 9999 Independence Boulevard, Parma Heights, Ohio, USA, is a membership organization created to develop and maintain alumni support through reunions, scholarships, and other special programs and events.

Article 2

The Association membership includes any person who graduated from or attended Valley Forge High School since its founding in 1961. Members have a right to attend annual meetings, vote for officers at the annual meetings, and have a voice in the activities of the Association. The Association is solely funded through alumni donations.

Article 3

The Association meets quarterly beginning on the third Tuesday in April to elect new officers and form new committees, and to discuss general business and plan special events. The meetings take place at Valley Forge High School and are announced through the association newsletter, website or any other means deemed necessary. Meetings will take place in the months of April, July, October and January.

Article 4

Officers of the Association and their duties include:

President: oversee the day-to-day operations of the Association and its officers, as well as making sure that special events proceed as planned.

Vice-President: assists the President and oversee the committees. In the event of the resignation or removal of the President assumes the President's role until a new President is elected.

Secretary: records and distributes the minutes of the meetings.

Treasurer: handles all budgeting and financial matters.

Term for all officers is one year. Officers may be re-elected for an unlimited number of years and may resign at any time. A special meeting must be called to vote in a new officer. Removal of an officer may take place by a majority vote at a special meeting.

Article 5

The Association committees and duties include:

Reunion Committee

- (a) Oversees contact with class officers and manages gathering of association benefits for reunions
- (b) Meets with graduating class and officers at Senior Checkout to present association information and discuss association's role financially for ten-year reunion; gets contact info of officers
- (c) Makes sure we order yearbooks each year for our library
- (d) Provides Reunion Packet and Reunion Counseling when requested by active classes
- (e) Works in conjunction with Treasurer regarding money in treasury for reunions:

Only active classes will be eligible for the privileges of the alumni association.
An active class is one who has give the alumni association money to hold for their next reunion AND who has executed a contract for such that agrees to the association's terms and conditions.

They are given 80% of their money at reunion time; we hold back 20% in case it is needed for the following reunion. They must turn in receipts and forms after their reunion along with the money to hold for next reunion. The goal should be to at least replace the money given to them if not give more, to be saved for next time.

IRS Requirements:

- § We need a notarized letter from the previous reunion chairperson, or their designated legal representative, stating that they are no longer responsible.
- § Notarized letter from the person taking responsibility.
- § Funds are only distributed to the legal chairman of record.
- § Need forms from President or Secretary

REUNION PACKET CONTENTS:

- § Forms - Contract, IRS Rules and Regulations re Association Monies
- § Bylaws and constitution of Association
- § Reunion planning info

Webmaster

- (a) Maintains content and administration of website including online database

Database

- (a) Maintains database and provides reunions lists as needed; works with Webmaster re online database

Historian

- (a) Preserves the history and traditions of Valley Forge High School by keeping journals and gathering historical data and memorabilia for safe-keeping.
- (b) Responsible for memorabilia displays within the school and outside the school as needed.

Facilities Manager

- (a) Maintains schedule of volunteers manning the office in the VF building; filling vacancies as needed.
- (b) Maintains office organization and materials requisitions.
- (c) Maintains list of volunteers working in the courtyard and schedules work days with them.

Hall of Fame Committee

- (a) Distribute and collect nomination forms for Hall of Fame candidates
- (b) Make presentation of nominees at annual meeting for voting.
- (c) Announce Hall of Fame Inductees at Commencement Exercises
- (d) In charge of all special arrangements for reception
- (e) Update Hall of Fame board in entrance hallway of school
- (f) Maintain a record of all Hall of Fame Inductees.

Scholarship

- (a) Maintain contact with present PTA Scholarship Chairperson(s)
- (b) Collect applications and essays
- (c) Establish criteria for voting purposes
- (d) Present winner at the PTA Scholarship Dinner
- (e) Maintain records of winners

Nominating

- (a) Slate candidates for the election of officers at annual meeting
- (b) Run voting process
- (c) Destroy all ballots after election

Audit

- (a) Review past year's bank transaction entries including class disbursements, withdrawals, and deposits.

Publicity / Communication

- (a) Publish newsletter four (4) times a year; provides Webmaster with digital copy for website updating
- (b) Create a positive image of organization in the eyes of the community
- (c) Advertise and various other public relation duties

Membership

- (a) Update directory as needed
- (b) Help maintain accurate records of Hall of Fame Inductees and Scholarship Recipients

Membership in each committee is on a volunteer basis and any number of members may serve on a given committee.

Article 6

The Association operates on a fiscal year that runs from July 1 through June 30.

President's Signature and Date
Linda Reik-Brown

Vice President's Signature and Date
Russ Fischer

Secretary's Signature and Date
Alan Rudolph

Treasurer's Signature and Date
Cathy Solomon