

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 distribute, 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. Public Relations | 6. Membership |
| 7. Web Master | 8. Newsletter Editor |

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) In order for a graduate to be a member of the association and included in reunion activities, dues are \$10 paid at graduation (usually during senior checkout; \$5 goes to the graduating class' reunion account and \$5 goes to the association for operating expenses. **ADD: Dues are paid once and good for life.**

ARTICLE XI - Meetings

Annual Meeting

- (a) The Association shall hold an annual meeting the third Tuesday in July. Regular meetings of the Association will be held on the third Tuesday in April, 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. 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.

ARTICLE XIV – Budget

(a) The board of trustees shall prepare and have oversight over the association budget and review the investment policies of the association and the activities of any investment officers or personnel, which may have been appointed by the board of trustees. Association monies (funds) may only be invested/placed in Certificate of Deposits, Treasury Notes, Money Market Funds, Bank, Savings and Loan Association or Credit Union Savings Accounts.

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:
 - a) Maintains current database for reunions
 - b) Provides information only to reunion committees or officers of active classes, i.e. class list, tax exempt blanket certification and reunion consultations and assistance as requested.
An “active” class is defined as one whose representatives have executed a Financial Consent Agreement and have complied with all financial procedures.
 - c) Maintains class reunion funds.
 - d) Maintains a newsletter and website.
 - e) Preserves the history and traditions of Valley Forge High School.
2. To Current Students:
 - a) Provide scholarships to seniors and grants to teachers.
 - b) Provide funds for school functions, projects, clubs and building in general.
3. To Community:
 - a) Byers Field Foundation
 - b) Parma Area Chamber of Commerce
4. Income Generating:
 - a) Sale of alumni merchandise
 - b) Sales of old yearbooks
 - c) Annual fundraiser
 - d) Interest from reunion funds
 - e) Occasional individual donations.
 - f) Dues from current graduating seniors

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 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 Coordinator

- (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 given the alumni association money to hold for their next reunion AND who has executed a **Financial Consent Agreement** 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

(f) Receipt of Class money From Senior Class

Class money received from a graduation class is deposited with the Association Class fund for safe keeping for class reunions. No interest is paid on the amount of money deposited, as it is used for operation of the association, school gifts for educational purposes and other disbursements. In exchange for the interest earned, each class is in "active" standing (section "c") receives the use of the Association's tax ID Number for tax-exempt reunion purposes only and other reunion benefits.

Class money cannot be used for the purchase of stocks, bonds, mutual funds, etc. and can only be invested in CD's obtaining the best interest available from financially sound banks and credit unions which guarantee savings accounts up to and including \$100,000.00, or other investments as stated in Article XIV Budget.

(g) Release of Class Money for Reunions

To release class monies, a notarized letter from the Class Reunion Committee Chairperson of record and one other committee member stating that the class is having a reunion, the anticipated date and they would like their funds released. A Financial Consent Agreement is to be executed and included with the request letter. The Financial Consent Agreement form is contained in the reunion packet that each chairperson receives and is also available online at the association website: www.vfalumni.org.

The initial release of funds will be up to 80% of what is on deposit for their class. If the class needs additional funds or requests all of their funds, it will be released with an additional request. The letter must also advise the association to whom the check is to be payable.

Within three (3) months after the class reunion, the reunion committee will submit a financial statement and funds to be placed back into the class' reunion fund with the association. Failure to return class funds, the current database and/or the financial report, if all class funds have been removed, will place the class in the category of "inactive". Classes who are not an "active" class will lose all rights given to "active" classes by the Association.

Reunion committees of an "inactive" class will no longer be the "committee of record". A new committee of record may be selected from other class officers or other interested class members, if they contact the alumni association and request re-organization of a class reunion committee. The "committee of record" is considered the previous reunion's committee unless indicated as "removed for cause" by the alumni association council. Any reunion committee chairperson who relinquishes that position will no longer be considered the chairperson of record and will have no further rights to that position unless the position is relinquished back to them.

(h.) Reinstatement of an Inactive Class

An inactive class can be reinstated with:

- 1. a \$300.00 deposit to their reunion account**
- 2. a notarized letter advising who their reunion representative is for future release of money**
- 3. an executed copy of the Financial Consent Agreement**

(i) Release of Class Money for Purposes Other Than Reunions

If a class reunion committee request all the money held for that class by the Association for reasons other than a class reunion, a notarized letter from the class reunion chairperson and would like the money released. The name, address and phone number to whom the check is to be payable must be included. Release of all class money held by the Association will place the class in the status of an "inactive" class and will lose all rights given to the active classes. The class reunion committee will also lose its status as "committee of record". The members of said class shall be notified in the following newsletter that its class is "inactive", the reason, and the committee members who requested the money. The Association shall not be held liable for the money released.

*** The IRS must be notified when the class money is released to the committee of record for any other purpose than a reunion.**

*** A request for any part of a classes reunion funds for any reason other than a reunion requires that all of the class money must be released.**

*** To be reinstated as an active class, all class monies removed must be returned to the Alumni Association.**

(j) Reunion Committee

Class reunion committee's chairpersons should be class officers or class members who have been designated as the chairperson and committee of record by the class officers. The chairperson or designee should:

- * Attend the annual meeting in July posted on our webpage and/or newsletter.**
- * Receive the annual end of the year report and reunion instructions.**
- * Request information regarding their class reunion funds and class status.**
- * Organize, plan and run their class reunion activities.**
- * Information on class reunion funds or other private class information is considered private under the U.S. Government's Privacy Act established in 2003.**

Webmaster

- (a) Maintains content and administration of website as directed by Board of Directors.

Database

- (a) Maintains database and provides reunions lists as needed

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.

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.

Newsletter Editor

- (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

Public Relations

- (a) Advertises meetings and events on Facebook and in print wherever possible; including online calendars.
- (b) Create a positive image of organization in the eyes of the community

Membership

- (a) Works directly with current graduating class and advisors,
- (b) Provides membership cards to seniors at Senior Checkout
- (c) Gets contact info from officers.
- (d) Plans program with Deputy Principal for alumni presence at school assemblies and/or special events that will promote the association within the current school population and staff.

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, '65

Vice President's Signature and Date
Deb Zmijewski-Greytak, '73

Secretary's Signature and Date
Stacy Brown-Grice, '93

Treasurer's Signature and Date
Cathy Anelli-Solomon, '73