

HAMILTON TOWNSHIP HIGH SCHOOL ALUMNI ASSOCIATION

BY-LAWS

Adopted: October 26, 2011

ARTICLE I

Name

The name of this association shall be the Hamilton Township High School Alumni Association. (HTHS Alumni)

ARTICLE II

Object

The object of this association is to encourage a strong relationship, interest and involvement between alumni, school administration, teachers, counselors, community and to ensure students will have a lifelong connection with other alumni, their high school and local surroundings.

ARTICLE III

Membership

Section 1. Eligibility/Dues: Any person who has attended Hamilton Township High School may become a member of the Alumni Association by registering and paying yearly dues of \$5.00. Dues are paid the same time each year to coincide with the date of the Alumni Banquet. If members neglect to pay dues, after two years they will be notified by mail. They will have the opportunity to pay their back dues. If they still do not pay, they will be removed from the roster. Any change in the amount of yearly dues will be voted upon by all members present at the Alumni Banquet business Meeting.

Section 2. Associate Member: Any persons who have rendered exceptional service to Hamilton Township High School may be considered an Associate Member with the approval of the Officers and may be considered for special recognition.

ARTICLE IV

Officers

Section 1. Officers will be voted on each year at the Alumni Banquet Business Meeting. There shall be four officers consisting of President, Vice President, Secretary and Treasurer. Persons wishing to be considered for office must be a paid member of the association for at least one year.

Section 2. The term for officers shall run from June 01 of the present year to June 01 the following year. There shall be no term limit on any officer and committee chairpersons. Names submitted for nomination for office may be made by other members or the person who wishes to run. Candidates must notify the Nominating Committee in advance of the yearly business meeting of their intention to run for office. In case of a vacancy of an office, persons may be appointed by the President to fill this position to serve the remaining term, with the approval of the other officers. Voting may be done by ballot or a show of hands.

Duties of Officers

Section 1. President: The President shall be the primary public spokesperson for Hamilton Township High School Alumni Association. He/She shall preside over the meeting, be responsible for coordination of all events, functions and activities of the association and shall contact the school administration as to the plans for each event. The President shall appoint as many Committee Chairpersons necessary to carry out all activities. At the end of his/her term, the President shall automatically assume the role of "Immediate Past President."

Section 2. Vice President: In the event the President is not available the Vice President will assume the duties of President. He/She will assist and advise the President in all matters. The Vice President will contact the high schools Senior Advisors to arrange the yearly Scholarships. He/She, along with the Secretary and Treasurer, will staff the registration table at the banquet and will participate in all events.

Section 3. Secretary: The Secretary shall take minutes at each meeting which will include the date, place of the meeting and those present. These minutes are to be read at the next meeting to be approved. The Secretary will type these minutes and place them in an official minute's book. The Secretary will advertise for all events, contact caterers, keep an updated roster of all paid members and be responsible for all official correspondence. The minutes of the previous years' business meeting will be read during the current meeting. The Secretary will participate in all events.

Section 4. Treasurer: The Treasurer will keep an account of all and any monies collected and disbursed by the Association. He/She will make bank deposits and withdrawals. The Treasurer, along with the President and Secretary, is permitted to write and sign checks. Checks made out to the Alumni Association should be made payable to: HTHS Alumni. The Treasurer will give a financial report each May at the yearly business meeting to be filed for audit when approved. The Treasurer will also collect money donated by Alumni members for the Library Fund. He/She will maintain records of this pass-through fund. Whatever is donated is what the association donates. No more or no less. The donations are for the high school library only. The Treasurer will contact the Librarian as soon as a general figure is established. The Treasurer will present the donation check to the Librarian at the Alumni Banquet. The Treasurer will participate in all events.

ARTICLE V

Standing Committees

Section 1. Purpose: A Standing Committee is a permanent committee that performs a continuing function. The standing committees of the Association shall be the Nominating, Hall of Fame, Scholarship, Decorating and Handy-Man. The committees shall consist of a Chairperson, who presides over the committee, and members assigned to do a particular task.

Section 2. Duties of the Chairperson and Committee Members: The Chairperson is responsible for organizing what is needed for each individual committee. With the help

of the committee members, they will carry out planned awards, events and activities of the association.

Temporary Committees:

Section 1. Purpose: A temporary committee is one that is formed for a special task that ceases to exist after the task is complete.

Descriptions of Individual Standing Committees

Section 1. Nominating Committee: The committee, when possible will assemble a list of candidates for office. These candidates will have agreed to serve and are qualified for the offices for which they are nominated. Those who wish to be a candidate for office must notify the Chairperson of the intent prior to the yearly business meeting.

Section 2. Hall of Fame Committee: This committee will invite all Alumni Members to submit a nomination of an Alumnus. According to his or her qualifications, the committee will decide who will be awarded this honor. Any name submitted but not chosen, will be kept for the following year to again be in competition. The qualifications are: Nominee must be a graduate of HTHS, a paid member of the association for at least one year and will have provided outstanding service to the association and the community. The Inductee will be introduced at the Alumni Banquet and also at the yearly Football Homecoming Game.

Section 3, Scholarship Award(s)

PURPOSE

The primary responsibility for meeting the cost of a college education lies with the students and their families. It is recognized that the benefit this award provides is not intended to meet the total financial obligation of a student attending a college or university. Our purpose is to encourage higher education and our goal is to help students achieve that objective. The award is made available each year to graduating seniors of the Hamilton Township High School.

THE FUND

The Hamilton Township Alumni Scholarship Award is made possible through the donations made by the members of the Alumni Association during registration for the annual spring banquet in May. The number of awards will depend on the total contributions made during registration of alumni members for the annual spring banquet held in May. After determining the award amount, any excess funds will be given to the student for the primary purpose of purchasing books.

ELIGIBILITY

The graduating senior must have declared an intention to enroll in a college or university of higher education.

Although not mandatory, it is highly recommended that the graduating senior has demonstrated an effort to give of their time, talents, and services in extracurricular high school or community activities.

The student will enroll in a college or university as a full time student as defined by 12 or more hours per academic term. The scholarship will be given for undergraduate degrees only.

If enrollment in a college or university is not consummated during the calendar year the award is given, the scholarship award will expire on December 31 of that year.

The Scholarship Committee will review all applications, conduct interviews with the applicants, and make the final decisions for awards.

Any exception to these eligibility requirements must be submitted to the Scholarship Committee in writing for review and approval.

ADMINISTRATION OF FUNDS

The Scholarship Committee shall be responsible for the supervision of the funds held by the Alumni Treasurer. The committee will provide the name(s) of awardees to the Treasurer in adequate time to meet the tuition deadline required by the college or university. Tuition checks will be issued by the Alumni Treasurer. The checks will be made payable (jointly) to the student and college or university. Excess funds (book payments) will be made payable to the student

Section 4. Decorating Committee: Decorations are used at most Alumni events. The Decorating Chairperson is in charge of designing, purchasing and organizing what is needed. The Decorating Chairperson may use the debit card issued by the Alumni Association credit union or bank to make purchases. The committee assists with the set-up and is available to aid the Chairperson in every way.

Section 5, Handy-Man Committee: This committee was formed to recruit committee members who have special skills and can assist in unusual projects that need to be accomplished.

ARTICLE VI

Meetings and Quorums

Section 1. Meetings: Any Officer may call a meeting. Either the President or the Vice President must be available for the meeting or it shall be cancelled. If an Officer is unable to attend a meeting, it is their responsibility to contact the Secretary to be informed as to what took place at the meeting.

Section 2. Quorum: A quorum of at least three officers is necessary to conduct a business meeting, with one of the officers being either the President or Vice President.

ARTICLE VII

Finances:

Section 1. The Alumni Association Fiscal Year shall begin on May 1 and end April 30, the next year.

Section 2. Funds are obtained through dues, donations and fund-raisers. Funds that are generated by special events shall be used for special purposes or added to the Alumni Treasury.

Alumni Association Privacy Act

Officers or Committee Members are not to discuss any information whether business, financial or personal, concerning the Alumni Association with outside individuals. If help is needed consult other Officers or Chairpersons for assistance.

ARTICLE VIII

Hamilton Township High School Alumni Banquet

Date: The third Sunday in May of each year.

Where: Hamilton Township High School. Building must be reserved in advance. No later than the end of the year.

Caterers: Any person or person may submit a bid to cater the banquet dinner.

Photographer: A color 8 x 10 Group Photo will be taken of Alumni Members.

Dues and dinner shall be paid as one amount. Example: Dues and dinner \$20.00.

Dues only shall be paid when one is not attending the dinner.

Guests are not required to pay membership dues and shall pay only for dinner.

Scholarship Winner and their Parents are not obligated to pay for dinner.

Hall of Fame Inductees and Spouses are not obligated to pay for dinner.

ARTICLE IX

Amendments to By-Laws

The by-Laws may be amended by a majority vote of Officers

SCHOLARSHIP AWARD
HAMILTON TOWNSHIP ALUMNI ASSOCIATION

DATE _____ STUDENT ID NUMBER _____

NAME _____ PHONE _____

ADDRESS _____

AGE _____ DATE OF BIRTH _____

EXPECTED HIGH SCHOOL GRADUATION DATE _____

COLLEGE DEGREE YOU HOPE TO ATTAIN _____

MAJOR FIELD OF STUDY _____

CREDIT HOURS YOU WILL ENROLL IN _____

IF THE SCHOOL IS SEMESTER PLAN:

Beginning date of first semester _____

Date tuition and fees must be paid _____

IF THE SCHOOL IS QUARTER SYSTEM:

Beginning date of first term _____

Date tuition and fees must be paid _____

PLEASE LIST THE EXTRA CURRICULAR ACTIVITIES AT SCHOOL OF WHICH YOU HAVE PARTICIPATED IN AND OR AWARDS RECEIVED:

PLEASE LIST ANY COMMUNITY ORGANIZATIONS OR PROJECTS IN WHICH YOU HAVE BEEN INVOLVED. BE AS SPECIFIC AS POSSIBLE ABOUT THE NATURE OF YOUR PARTICIPATION:

PLEASE ATTACH A 200-500 WORD TYPED ESSAY IN RESPONSE TO THE FOLLOWING QUESTION:

PLEASE ATTACH A LETTER OF REFERENCE FROM A TEACHER, COUNSELOR, OR OTHER SCHOOL OFFICIAL FROM YOUR SCHOOL.

Signature of Applicant

PLEASE RETURN THIS COMPLETED APPLICATION AND REFERENCES TO YOUR SCHOOL COUNSLER NO LATER THAN APRIL 27.