



Pierceton School Alumni Association

Articles of Association Pierceton School Alumni Association

We, the former students of Pierceton School, for the purpose of founding and continuing this Association do hereby certify the following:

- The name of the Association shall be Pierceton School Alumni Association, hereafter referred to as PSAA.
- The period of duration of the Association shall be perpetual.
- The PSAA shall be for public benefit. PSAA shall be organized as a domestic nonprofit corporation, operating under the 501(c)(3) exemption of Kosciusko County Community Foundation (KCCF).

The purpose of the PSAA organization shall be to:

- Promote the PSAA "Mission Statement" per the by-laws.
- Locate and communicate with alumni.
- Maintain an accurate and current database of all alumni.
- Obtain and preserve historical information, artifacts, and memorabilia from the Pierceton School building and community.
- Raise and coordinate funding for restoring and maintaining historical pictures, trophies, yearbooks, newspapers, etc. for posterity.
- Promote the value of preserving the rich heritage of Pierceton School to alumni and to the Pierceton and Kosciusko County communities.

The powers of PSAA shall be to:

- Manage the internal affairs of the Association according to the laws of the State of Indiana.
- Make and amend by-laws as required.
- Take, manage, hold, and dispose of property of the Pierceton School. No Officers, Board of Advisors, or members may hold such property privately or receive any income from the Association.
- Abide by the rules for Associations as required by Indiana Secretary of State under all legal requirements for registered unincorporated, non-profit associations.
- Maintain a contractual relationship with Kosciusko County Community Foundation to ensure the Association's fund-raising and financial transactions comply with tax codes and other government regulations.

The Association shall have powers as are necessary to carry out its stated purposes as allowed under the laws of the State of Indiana.

Pierceton School Alumni Association By-Laws

1.0 Identity: Name of the organization as registered with the Secretary of State shall be Pierceton School Alumni Association, hereafter referred to as PSAA.

2.0 By laws: Any changes or additions to the by-laws shall require a majority of the votes of the membership. Voting may be done at the annual meeting or through a special mailing.

3.0 Annual Meeting: The annual meeting shall remain the same as it is now, held in June with a group designated by the Officers and the Board of Advisors in charge of the programing for the event.

4.0 Mission Statement: Connect graduates and attendees of Pierceton School and actively promote the rich heritage of Pierceton School and preserve it for the community.

5.0 Officers: The Officers of the PSAA shall be President, Vice-President, Treasurer, Secretary, and Immediate Past President. Officers shall be persons who have attended classes held in the Pierceton School at any grade level. Officers shall be vested with the powers appropriate to their elected office

to accomplish the tasks necessary for the successful, day-to-day operations of the Association. The term of office shall be two (2) years.

5.1 President: Shall make all decisions concerning the Association's day-to-day operations, and direct all activities for officers and committee members.

5.2 Vice President: Vice-President shall assist President as directed and shall coordinate all communications and financial transactions with Kosciusko County Community Foundation.

5.3 Treasurer: Shall be responsible for all financial operations, including all record keeping and reporting of financial transactions of the Association.

5.4 Secretary: Shall be the custodian of the Association's business records, including minutes of meetings, newspaper clippings and articles, committee reports, and documents produced by the Association officers and Board of Advisors.

5.5 Immediate Past President: Shall be responsible for consultation on all matters deemed necessary by the President and other Officers.

Scheduled Officers' meetings shall be open to all members. The President and at least two other officers shall constitute a quorum for an Officers' meeting. Officers, Database Manager, Advisory Board Members and Committee Members shall be eligible to vote at all Officers' meetings.

6.0 Database Manager: Shall be appointed by current Officers of PSAA and serve at the direction of said Officers. Database Manager shall assist in collecting appropriate information, managing the database, and coordinating all mailings with the Officers. All records on former Pierceton School students shall be kept for historical purposes, regardless of age of those alumni. Minimum database records shall include: alumni name, maiden name, email address, mailing address, telephone number, membership status, and year(s) of attendance.

7.0 Advisory Board: Shall provide legal, historical, preservation, and fund raising expertise. The Board shall be appointed by the officers of PSAA. The Immediate Past President of the Association shall be a member of the Advisory Board.

8.0 Committees: PSAA shall have the following permanent committees:

8.1 History/Memorabilia (responsibilities as assigned), Reunion/Events (responsible for planning upcoming Annual Banquet and Alumni meeting), Nominating/Election (responsible for fielding a slate of Officers every two years), Fundraising/Preservation (responsibilities as assigned).

8.2 All committees shall function under the direction and approval of the Officers.

9.0 Membership: Any individual who attended (whether graduated or not) Pierceton School is a member of the Association. There shall be two classes of membership:

- *Regular Members* – Any person who attended class in any grade level at Pierceton School. Regular members are allowed to vote and hold office.
- *Honorary members* – Any past faculty or spouse of faculty who wishes to promote the ideals of PSAA, or anyone who has made a significant contribution of time, talent, or finances. Honorary members may not vote or hold office.

10.0 Elections: Officer elections shall be held at the annual Banquet meeting in June. The term of office shall begin on the day of the election and run until the following election two years hence. The officers shall be elected by a majority vote of members in attendance at the June meeting. If an officer's tenure is terminated, either by resignation or death, the remaining officers shall have the power to appoint an acting officer until such time as an election can take place.

11.0 Fiscal Policy: All financial contributions shall be deposited into a general fund account, unless designated for historical and preservation use only, to be used to pay any and all expenses incurred by the Association. Contributions designated for historical and preservation use shall be deposited in an account dedicated to those appropriate activities, as directed by the Officers and Board of Advisors.

ADDENDUM

At the October 16, 2019 PSAA Officer's Meeting, the Officers clarified the membership and duties expected of the Advisory Board. The term of service for Advisory Board members will be determined by their interests and their availability to serve. Each year the Advisory Board will be reviewed in September to ensure the interests of the Board and of the Association are being met. Advisory Board members must be available to attend monthly Officer's meetings. The Officers specified no required number of board members.