

ARTICLES OF ORGANIZATION

for the

HOPKINTON HIGH SCHOOL ALUMNI ASSOCIATION

Hopkinton, New Hampshire

This document, adopted on October 22, 2016 and consisting of the Articles below, forms the organizing document for the Hopkinton High School Alumni Association. It is a modified version of By-Laws originally adopted on June 7, 1946 and modified numerous times in the years thereafter.

Article 1 – Name and Location

The official name of the organization shall be the Hopkinton High School Alumni Association, hereinafter referred to as “The Association.” At this time The Association does not have a formal office. For the purpose of correspondence The Association’s mailing address is: P.O. Box 1, Contoocook, NH 03229. Records of The Association shall be maintained in The Association’s safe at the Town Clerk’s office in Contoocook Village.

Article 2 - Purpose

The Association shall be a voluntary, non-profit, tax-exempt organization created for the purpose of meeting the following objectives:

1. keeping members informed by newsletters, website and word of mouth of those alumni activities, high school activities and other newsworthy items and activities pertaining to The Association, alumni members and Hopkinton High School
2. maintaining a current database of The Association’s members and non-members who are eligible for membership
3. promoting the welfare of Hopkinton High School and its students by providing assistance to the High School and its students, in the form of money, equipment and alumni experience for the following purposes:
 - a. scholarships to graduating students who will be furthering their education at secondary institutions and to previous Hopkinton High School graduates already attending secondary institutions who apply for financial assistance
 - b. support of school activities such as Project Graduation, organized clubs, athletic teams, etc. that are in need of financial assistance or equipment, thereby lessening the financial burden on the high school and, correspondingly, the Town of Hopkinton
 - c. assisting the High School Guidance Department, if requested, by having alumni meet with students to discuss educational and employment experiences
4. promoting school spirit and camaraderie between The Association’s members, high school students, faculty and staff through a variety of activities including annual reunions
5. providing a source of historical information about the High School
6. instilling in alumni a long-term loyalty and dedication to the High School and its programs

Article 3 - Membership

- A. Eligibility: Members of The Association shall include the following:
1. any individual who attended the High School (whether graduated or not)
 2. any individual who taught at the High School
 3. an individual designated as an Honorary Alumnus through election by The Association's Executive Board
- Note: To qualify as an Honorary Alumnus an individual must have significantly contributed to the advancement of The Association. Honorary Members are not allowed to vote or hold office.
- B. Dues: Membership dues shall be established by the Executive Board and approved by Association members at its annual meeting. (See Article 8 – Fiscal Policy)
- C. Termination: An individual's membership in The Association will be terminated if the majority of the Executive Board concludes that it is in the best interest of The Association to do so. Membership will be restored upon a majority vote of the Executive Board.

Article 4 – Executive Board

- A. Executive Board: The nine member Executive Board shall consist of four officers - President, Vice President, Secretary and Treasurer and a five directors, three of whom shall serve as Membership Secretary, Historian and Webmaster with the remaining directors serving as at-large members. One of the Board members shall be the past president if he/she so desires.
- B. Election of Officers: The election of The Association's officers shall be held at the annual meeting (refer to Article 6A – Annual Meetings). The terms of office shall be one year, beginning on the day of the election and running until the following election one year hence. The officers shall be elected by a majority vote of members in attendance at the annual meeting. There are no limits on the number of times that an individual may seek election to any office.
- C. Appointment of Directors: The officers of The Association shall appoint the directors as positions become open.
- D. Powers: The Executive Board is vested with the powers appropriate to their elected position to accomplish the tasks necessary for the successful day-to-day operations of The Association. All Board members are expected to take an active role in activities of The Association.

The **President** shall be the chief operating officer of The Association, shall make all decisions concerning The Association's day-to-day operations and shall direct the activities of the Vice President, the Treasurer and the Secretary and those Directors serving the roles of Membership Secretary, Historian and Webmaster as well as the various chairs of all Ad Hoc Committees that may be formed for specific tasks. The President shall preside at the Annual Meeting.

The President shall acquaint the graduating class each year with the aims and duties of The Association and invite class members to join The Association.

The **Vice President** shall assist the President and perform the duties of the President if the President is incapacitated or otherwise unavailable.

The **Secretary** shall be the custodian of The Association's business records, including the minutes of meetings, newspaper clippings and articles, committee reports and documents produced by the Executive Board. The Secretary shall present, for the approval of The Association membership at the Annual Meeting, a summary of minutes from the previous year's meetings.

The Secretary shall provide each new President with a copy of the By-Laws upon election to office.

The **Treasurer** shall be responsible for the financial operations of The Association. The Treasurer shall present a Treasurer's Report for the previous fiscal year, for the approval of The Association membership, at the Annual Meeting. The Treasurer shall be responsible for filing all required annual Federal and State tax forms.

The **Membership Secretary** shall be responsible for maintaining a database of current members. (Refer to Article 7A) Each June the Membership Secretary shall write a letter to each graduating senior, congratulating them and welcoming them to The Association.

The **Historian** shall be responsible for maintaining a historical record of the High School and The Association by collecting memorabilia including, but not limited to, annual yearbooks. The **Webmaster** shall be responsible for maintaining The Association's website.

At-large Board members shall be responsible for attending meetings and, at the request of the President, performing the duties of any Executive Board member who is incapacitated or otherwise unavailable.

- E. Resignation: Any Executive Board member may resign by tendering a letter of resignation to the President.
- F. Removal from office: Any Executive Board member who fails to perform the duties of the office to which the individual has been elected or who fails to take an active role in the operations of the Board may be removed from the Board by a two-thirds vote of the Board.
- G. Vacancies: If the President resigns or is removed from Board, the Vice President will assume the Presidency for the balance of the term. If other Board members resign or are removed from the Board, the President will nominate to the Board an individual to fill the vacant position for the balance of the term. This individual will become a Board member upon a majority vote of the Board.
- H. Quorum: Five members of the Executive Board shall be considered a quorum for the purposes of voting. Either the President or Vice President must be present for the quorum to be met. All votes shall be decided by a majority of those voting. Members of the Board may abstain from voting and shall be considered to have abstained if they do not register a vote prior to any deadline designated by the President. In case of a tie, the President of The Association may vote to break the tie.

Article 5 – Committees

- A. The President of The Association may establish Ad Hoc Committees as deemed necessary.
- B. Each Committee shall elect a Chairperson from its membership. The President of The Association will work with the committee chairs to direct and control the activities of all Ad Hoc Committees.

Article 6 – Meetings

- A. Annual Meeting: The Association's annual meeting shall be held at The Association's annual reunion. The annual election of the Executive Board and any legitimate business of The Association shall take place at this meeting.
- B. Executive Board Meetings: The Executive Board shall meet at least quarterly, with the dates, times and places of the meetings as agreed to by the Board members.
- C. Special Meetings: A special meeting may be called by the Executive Committee at any time.

Article 7 – Association Operations

- A. Data Base: The Association will maintain a database of individuals who attended the High School, whether graduated or not. This database will include, as a minimum, class year, last name, first name, former name, address, telephone number and email address. The database will be maintained in two locations to decrease the chance of lost information. The database will remain the property of The Association and will be shared only at the discretion of the Executive Board.
- B. Newsletter: The Association will publish a newsletter at least once a year with information provided directly by members, Committee Members or Executive Board Members. The newsletter will be mailed or emailed to all Association members and a copy of the latest newsletter shall be posted on The Association's website.
- C. Reunions: The Association shall host annual reunions that shall be open to all members and all others eligible for membership. The Association will be available to assist any class that may be planning its own reunion.
- D. Scholarships: The Association will solicit donations to fund scholarships for deserving students graduating from Hopkinton High School and previous Hopkinton High School graduates currently enrolled in secondary education programs. The Executive Board will award scholarships based on a majority vote of Board members after reviewing (1) scholarship applications received by the Hopkinton High School guidance office from graduating high school seniors or (2) letters from Hopkinton High School students currently enrolled in secondary education programs and requesting financial assistance.
- E. Official Website: The Executive Board will designate the official website of The Association. The Webmaster will maintain the website to ensure consistency and timeliness.

- F. Rules of Order: Meetings of The Association and Executive Board shall be governed by the current Robert's Rules of Order, Revised, except when in conflict with these By-Laws.

Article 8 – Fiscal Policy

- A. Fiscal Year: The fiscal year of The Association shall be from January 1 to December 31.
- B. Dues: The Association shall collect dues from eligible individuals as a requirement for membership. The President shall propose a level of dues annually which shall be approved by a majority vote of the Executive Board and then presented to The Association's membership for majority approval at the Annual Meeting.

Note: As of October 6, 1989 individual lifetime membership dues are \$10. (Refer to "By-Law Amendments" for previous changes in dues)

Money received from dues shall be deposited in The Association's "General Fund" account.

- C. Contributions: All undesignated contributions to The Association shall be deposited in The Association's "General Fund" account. Contributions to The Association specifically designated for the "Scholarship Fund" shall be deposited in The Association's "Scholarship Fund" account.
- D. Income from Association activities: All net income from miscellaneous Association activities/fund raisers shall be deposited in The Association's "General Fund" account. Funds raised by an activity/fund raiser for a specific purpose consistent with the goals of The Association shall be deposited in the "General Fund" account and linked to the specific purpose.
- E. Allocations: All undesignated contributions and income from Association activities will be deposited in a "General Fund" account and may be used to pay any or all expenses incurred by the Association. Upon a majority vote of the Executive Board money from the "General Fund" may be used to supplement the "Scholarship Fund." Contributions received by the Association and designated for the "Scholarship Fund" may only be used for scholarships for graduating Hopkinton High School students and financial assistance for former Hopkinton High School students currently enrolled in secondary education programs.
- F. Compensation: Members of the Executive Board shall receive no compensation for services.
- G. Control: The Treasurer shall sign all checks and other orders for payment of money, notes and other evidence of indebtedness issued on the name of The Association. If the Treasurer is unavailable the President may sign in the Treasurer's place. If at any time the amount of any of the above instruments is greater than \$1,000.00, both the President and Treasurer shall sign the instrument.
- H. Audit: After The Association's various financial records have been closed at the end of the fiscal year the Executive Board will appoint an auditor independent of the Executive Board to perform an audit of these records.

After the Executive Board has reviewed and approved the report of the audit or review, it will be provided to The Association members either in the newsletter or by other appropriate means.

- G. Gifts: The Executive Board may accept, on behalf of The Association, any contribution, gift, bequest or device for the general or special purpose of The Association

Article 9 – Existence

- A. Implementation: These By-Laws will be implemented immediately following their approval by a two-thirds vote of the Executive Board.
- B. Amendments: The By-Laws of The Association may be amended by a two-thirds vote of the membership at The Association’s annual meeting.

Article 10 – Dissolution

- A. Approval: The Association may be dissolved by a two-thirds membership vote at an Annual Meeting.
- B. Implementation: Once a motion for dissolution has been approved, all liabilities and obligations of The Association will be discharged or adequate provision to discharge them will be made by the President. Any remaining assets will be donated, unconditionally, to Hopkinton High School.

Peter L. Lincoln
Peter L. Lincoln, President
Peter L. Lincoln
Signature
10/22/16
Date

Robin L. Calley
Robin L. Calley, Vice President
Robin L. Calley
Signature
10-22-16
Date

Hopkinton High School Alumni Association
Amendments dated December 15, 2016 to October 22, 2016 Articles of Organization

Article 2 – Purpose: Replace the original paragraph with the following:

The Association shall be a voluntary, non-profit, tax-exempt organization established exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The charitable and educational activities of The Association shall include, but not be limited to, the following:

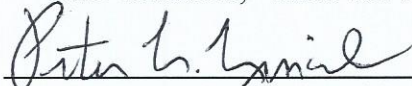
1. scholarships to graduating students who will be furthering their education at secondary institutions and to previous Hopkinton High School graduates already attending secondary institutions who apply for financial assistance
2. support of school activities such as Project Graduation, organized clubs, athletic teams, etc. that are in need of financial assistance or equipment, thereby lessening the financial burden on the high school and, correspondingly, the Town of Hopkinton
3. assisting the High School Guidance Department, if requested, by having alumni meet with students to discuss educational and employment experiences

In order to maintain the longevity and effectiveness of The Association and thereby ensure the ability of The Association to provide long-term charitable and educational support for Hopkinton High School and its students, The Association shall:

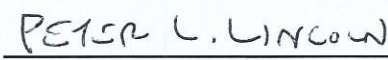
1. maintain a current database of The Association's members and non-members who are eligible for membership
2. keep members informed of activities and newsworthy items that pertain to The Association, alumni members and Hopkinton High School by means of newsletters, website and word of mouth
3. provide a source of historical information about Hopkinton High School
4. instill in alumni a long-term loyalty and dedication to the High School and its programs
5. promote school spirit, camaraderie and a sense of common purpose between The Association's members, high school students and faculty through a variety of activities including an annual reunion/dinner

Article 10 – Dissolution: Replace paragraph B with the following:

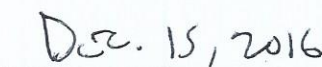
B. Upon the dissolution of The Association assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Town of Hopkinton, for the support of public education within the Town. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in Merrimack County New Hampshire for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



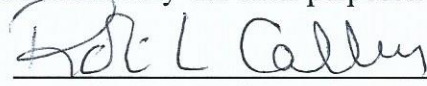
Peter L. Lincoln, President



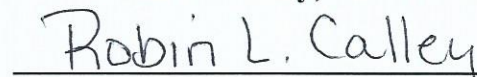
Signature



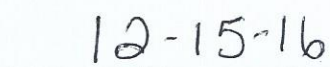
Date



Robin L. Calley, Vice President



Signature



Date