

BY LAWS  
OF  
MEDWAY HIGH SCHOOL ALUMNI ASSOCIATION, INC.

ARTICLE 1

General Provisions

**Section 1.1 Name.** The name of this corporation is Medway High School Alumni Association, Inc. and shall herein be referred to as "the corporation."

**Section 1.2 Offices.** The principal business office of the corporation shall be at Medway High School, 88 Summer Street, Medway, MA 02053.

**Section 1.3 Fiscal Year.** The fiscal year of the corporation shall begin on January 1 and end on the following December 31<sup>st</sup> of each year.

**Section 1.4 Voting Members.** Members of the corporation who have paid their current prior year's dues in full shall be considered eligible to vote or hold office. All powers of the corporation shall be held by the Board of Directors. Any action or vote required or permitted by any law, rule, or regulation to be taken by members shall be taken by action or vote of the same percentage of the Board of Directors of the corporation. No person now or hereafter designated by the corporation as a "member" for fundraising or other purposes shall be or be deemed to be a member for purposes of the Articles of Organization or Bylaws of the corporation nor shall such person have any voting or fiduciary rights or responsibilities of the corporation.

**Section 1.5 Membership.** All graduates of Medway High School are members of the corporation.

**Section 1.6 Medway High School Representative.** The Principal of Medway High School, or his designee from the Medway High School staff or administration, shall serve as a contributing member to the Board of Directors of the Medway High School Alumni Association, Inc. to assist with the purposes of the Medway High School Alumni Association, Inc. as outlined in Article 2, Statement of Purposes. This representative shall have no powers to vote or hold office. The name of this representative must be approved by the Board of Directors of the Medway High School Alumni Association, Inc.

ARTICLE 2

Statement of Purposes

The corporation is organized for charitable purposes, including, without limitation: to promote and preserve the history, pride and tradition of Medway High School and the Medway High School Alumni Association, Inc. by encouraging awareness and relationships with Medway High School, its faculty, administration and students; to gather, distribute and disseminate information about the Medway High School Alumni Association, Inc. and its members; and to honor members of the Medway High School Alumni Association, Inc. and Medway School teachers, administrators and graduating seniors. The Board of Directors shall choose whatever method deemed appropriate for such recognition. The corporation may, as permitted by law, engage in any and all activities in furtherance of, related to, or incidental to these purposes which may lawfully be carried on by a corporation formed under Chapter 180 of the General Laws of Massachusetts and which are not inconsistent with the corporation's qualification as an organization described in section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE 3

Board of Directors

**Section 3.1 Authority.** The business and affairs of the corporation shall be controlled by the Board of Directors, which shall have the right to exercise all powers of the corporation as permitted by law.

**Section 3.2 Composition.** The Board of Directors shall be made up of seven (7) duly elected representatives from the membership of the corporation.

**Section 3.3 Eligibility.** Members of the corporation who have paid their most current prior year's dues are eligible to serve on the Board of Directors. No more than one (1) member of a class is eligible to serve on the Board of Directors at the same time.

**Section 3.4 Nominations.** Nominations for the Board of Directors shall be made by a majority vote of the Board of Directors. Nomination for the Board of Directors may also be made by members of the corporation by written ballot.

**Section 3.5 Election.** Board Member Nominees must be current on membership dues, if they are not current, they can pay the current years dues to become an eligible nominee. Nominations to be on the ballot must be received by May 25<sup>th</sup> of each year via an email sent to [MedwayHighAlumni@gmail.com](mailto:MedwayHighAlumni@gmail.com) a letter can be sent to Medway High Alumni Association PO Box 230 Medway MA 02053. Nominees will be posted on our website [www.MedwayHighAlumni.com](http://www.MedwayHighAlumni.com) on June 1<sup>st</sup> each year with the ability to vote for the new year board members until midnight June 14<sup>th</sup> of the current year. Each member will be able to cast their vote via email [MedwayHighAlumni@gmail.com](mailto:MedwayHighAlumni@gmail.com) , electronically via our website [www.MedwayHighAlumni.com](http://www.MedwayHighAlumni.com) or by mailing your vote to Medway High Alumni Association PO Box 230 Medway MA 02053.

The newly created web page shall have a dedicated area where people will be notified about the election process and can provide nominations online. Nomination ballots shall be mailed to all the members of the corporation who have paid their dues prior to the time the invitations to the alumni banquet are mailed. Online voting via the web page and mailed in responses must be calculated by May 10<sup>th</sup> of the current year so that board members mat be announced at the annual alumni banquet.

**Section 3.6 Terms of Office.** Members of the Board of Directors shall serve a term of one (1) year.

**Section 3.7 Meetings.**

**Annual Meeting:** The annual meeting of the corporation shall be held in May at a date, place and time as set by the Board of Directors. The annual meeting shall be hosted by the twenty-five (25) year class and contain the financial report of the corporation, induction of the new graduating class into the corporation, recognition and honoring of the fiftieth (50) year class as guests, and include any other business as deemed by the Board of Directors. The host class shall be responsible for fundraising, organization and invitations to the annual meeting to all alumni, etc. as directed by the Board of Directors.

**Special Meetings:** Special meetings of the corporation may be called by the President, or by a majority vote of the Board of Directors, by written notice at least seven (7) days prior to the meeting, stating the date, time, place and purpose of the meeting to all Directors.

Within one hundred twenty (120) days from the date of the annual meeting, a special meeting of the corporation shall be called for the purpose of election of officers of the corporation for the coming year.

**Section 3.8 Quorum and Voting.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. At any meeting of the Board of Directors at which a quorum is present, a majority of those Directors present shall decide any matter, unless a different vote is specified by law, the Articles of Organization, or these Bylaws.

**Section 3.9 Meetings by Remote Communication.** One or more Directors may attend any annual, regular, special, or committee meeting of the Board through telephonic, electronic, or other means of communication by which all Directors have the ability to fully and equally participate in all discussions and voting on a substantially simultaneous basis. Such participation shall constitute presence in person at such meeting.

**Section 3.10 Action Without a Meeting.** Any action required or permitted to be taken at any Board meeting may be taken without a meeting if a consent in writing, setting forth the action as taken, shall be signed by all of the Directors with respect to such subject matter. Such consent, which may be signed in counterparts, shall have the same force and effect as a vote of the Board of Directors.

**Section 3.11 Waiver of Notice for Meetings.** Whenever any notice of a meeting is required to be given to any Director under the Articles of Organization, these bylaws, or the laws of Massachusetts, a waiver of notice in writing signed by the Director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

**Section 3.12 Committees.** The Board of Directors may create such standing and special committees as it determines to be in the best interest of the corporation, including but not limited to an executive committee. The Board of Directors shall determine the duties, powers, and composition of such committees, except that the Board shall not delegate to such committees those powers which by law may not be delegated. Each such committee shall submit to the Board of Directors at such meetings as the Board may designate, a report of the actions and recommendations of such committees for consideration and approval by the Board of Directors. Any committee may be terminated at any time by the Board of Directors.

**Section 3.13 Compensation.** Directors as such shall not receive any salaries for their service on the Board, but Directors shall not be precluded from servicing the corporation in any other capacity and receiving reasonable compensation.

**Section 3.14 Resignation.** Any Director may resign by delivering a written resignation to the corporation at its principal office or to the President or Clerk. Such resignations shall be effective upon receipt unless it is specified to be effective at some later time.

**Section 3.15 Removal.** Any Director may be removed, with or without assignment of cause, by a vote of two-thirds of the entire Board of Directors at any meeting of the Board of Directors. No member of the Board shall be removed from office unless the notice of the meeting at which removal is to be considered states such purpose and opportunity to be heard at such meeting is given to the Director whose removal is sought. Notwithstanding the notice provision of Section 3.4 above, written notice shall be delivered at least fourteen (14) days in advance of a meeting at which removal is sought.

**Section 3.16 Vacancies.** Any vacancy occurring in the Board of Directors shall be filled by the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

**ARTICLE 4**

**Officers**

**Section 4.1 Officers.** The Officers of the corporation shall be a President, Treasurer, and Clerk of the Board of Directors and such other Officers as may be elected in accordance with the provisions of this Article.

**Section 4.2 Election.** The Officers of the corporation shall be elected annually by the Board of Directors at the first meeting following the annual meeting.

**Section 4.3 Vacancies.** A vacancy in any office because of death, resignation, disqualification, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

**Section 4.4 Removal.** Any Officer may be removed, with or without assignment of cause, by a vote of a majority of the entire Board of Directors at any meeting of the Board of Directors. No Officer shall be removed from office unless the notice of the meeting at which removal is to be considered states such purpose and opportunity to be heard at such meeting is given to the Officer whose removal is sought. Notwithstanding the notice provision of Section 3.4 above, written notice shall be delivered to all Directors at least fourteen (14) days in advance of a meeting at which removal is sought.

**Section 4.5 President.** The President shall preside at all meetings of the Board of Directors. The President, or other proper Officer or agent of the corporation authorized by the Board of Directors, may sign any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Section 4.6 Treasurer.** The Treasurer, or other proper Officer or Agent of the corporation authorized by the Board of Directors, shall have charge and custody of and be responsible for all funds and securities of the corporation, receive and give receipt for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; and in general perform all of the duties incident to the office of Treasurer and such others as may from time to time be assigned by the Board of Directors.

**Section 4.7 Clerk.** The Clerk shall keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose, ensure that all notices are given in accordance with the provisions of these bylaws; be custodian of the corporate records; and in general perform all such duties as may from time to time be assigned by the Board of Directors.

## ARTICLE 5

### Corporate Transactions

**Section 5.1 Contracts.** The Board of Directors may authorize any Officer or Officers, Agent or Agents of the corporation in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined by specific instances.

**Section 5.2 Indebtedness.** All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by the President or Treasurer, or such other Officer or Agent of the corporation as from time to time may be determined by the Board of Directors. In the absence of such determination of the Board, such instruments shall be signed by the President or Treasurer of the corporation.

**Section 5.3 Deposits.** All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, brokerages, or other depositories as the Board of Directors shall select.

**Section 5.4 Contributions.** The Board of Directors or any authorized Officer or Agent may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation.

## ARTICLE 6

### Books and Records

The corporation shall keep at the principal office of the corporation correct and complete books and records of account, minutes of proceedings of Board of Directors, and a register of the names and address of the Directors of the corporation. All books, and records of the corporation may be inspected by any Director, or agent or attorney thereof, for any proper purpose at any reasonable time.

## ARTICLE 7

### Restrictions on Activities

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its Members, Directors, Officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in

furtherance of the purposes of the corporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall neither participate nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, neither the corporation nor any Director, Officer Employee, Agent, or any other representative of the corporation shall carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2), of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **ARTICLE 8**

##### **Dissolution**

In the event of dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation to the extent assets of the corporation permit, dispose of all the assets of the corporation exclusively for the purposes of the corporation, as the Board of Directors shall determine, in such manner as required by Section 501(c)(3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue law) and in accordance with the statutes of the Commonwealth of Massachusetts.

#### **ARTICLE 9**

##### **Conflicts of Interest**

Whenever a Director or Officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

#### **ARTICLE 10**

##### **Personal Liability**

No Officer or Director of the corporation shall be personally liable to the corporation for monetary damages for or arising out of a breach of fiduciary duty as an Officer or Director notwithstanding any provision of law imposing such liability; provided, however, that the foregoing shall not eliminate or limit the liability of an Officer or Director to the extent that such liability is imposed by applicable law (i) for a breach of the Director's duty of loyalty to the corporation, (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, or (iii) for any transaction from which the Officer or Director derived an improper personal benefit.

#### **ARTICLE 11**

##### **Indemnification**

The corporation shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an Officer, Director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of Directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

This Article constitutes a contract between the corporation and the indemnified Officers, Directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified Officer, Director or employee under this Article shall apply to such Officer, Director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

#### **ARTICLE 12**

#### Amendments to Bylaws

These bylaws may be amended or repealed by a majority vote of the members of the corporation who have paid their dues for the prior calendar year. Notice of any amendments or changes must be sent to all paid members of the corporation at least thirty (30) days prior to the date that any proposed changes are to take place. Such notice shall include a ballot which must be returned within twenty-one (21) days from the date of the mailing of the notice of proposed changes.