

NORWIN ALUMNI AND FRIENDS ASSOCIATION BYLAWS

(As adopted February 15, 2016)

ARTICLE I

NAME

This organization shall be known as the Norwin Alumni and Friends Association, hereafter referred to as NAFA. NAFA was organized in May, 2015 as an organization within the Norwin School District Community Foundation, a 501(c)(3) charitable non-profit organization, hereafter referred to as NSDCF.

ARTICLE II

PURPOSE

The purpose of NAFA is to:

- A. To maintain a relationship between the membership and Norwin School District and among the membership using a variety of communication tools and activities.
- B. To render aid and cooperation to the Norwin School District in order to facilitate academic and extracurricular goals and student activities.
- C. To provide funds for sponsored events and sustain the operations of NAFA.
- D. To raise funds through dues paying membership, contributions, and events and activities to support the purpose of NAFA.

ARTICLE III

MEMBERSHIP/SPONSORSHIP

Section 1. Classes of Membership/Sponsorship

A. Active Membership

1. The active membership shall consist of anyone with an interest in Norwin School District current with dues requirements, referred to in this document as 'members in good standing.'
2. Members in good standing shall be eligible to serve on the Board of Directors and hold office as an Executive Committee member in compliance with the requirements as outlined in Article IV and Article V.
3. Members in good standing shall be eligible to serve on committees and make recommendations to the Board of Directors.
4. Members in good standing shall receive information about the operations and activities of the association.
5. Sponsors are persons and businesses with an interest in Norwin School District that make a financial contribution to NAFA. Sponsors will be highlighted as such in all NAFA publications and at all NAFA events.

B. Life Gold Membership

Life membership shall consist of dues paying alumni and friends who pay the prescribed life membership dues in a single payment. See Appendix A.

C. Annual Blue Membership

Annual Blue membership shall consist of those alumni and friends who pay annual dues of \$50.00 in a single payment annually. See Appendix A.

D. Annual White Membership

Annual White membership shall consist of those alumni and friends who pay annual dues of \$20.00 in a single payment annually. See Appendix A.

E. Annual Gold Sponsorship

Annual Gold sponsorship shall consist of those persons and/or businesses that contribute a \$500.00 donation to support NAFA purposes, activities and events. See Appendix A.

F. Annual Blue Sponsorship

Annual Blue sponsorship shall consist of those persons and/or businesses that contribute a \$250.00 donation to support NAFA purposes, activities and events. See Appendix A.

G. Annual White Sponsorship

Annual White Membership shall consist of those persons and/or businesses that contribute a \$100.00 donation to support NAFA purposes, activities and events. See Appendix A.

H. Initial Graduation Membership

Upon graduation from Norwin High School, graduates shall be entitled to four years of free membership. Following the fourth year, those within this class of membership shall be required to become active dues paying members. Initial graduate members shall be entitled to a NAFA window cling. Upon the first payment for membership, initial graduate members shall be entitled to the benefits as prescribed in Appendix A at the time they complete their initial payment of dues.

Section 2. Revocation and Suspension of Membership

The rights and privileges of membership may be revoked or suspended for causes adversely impacting NAFA or Norwin School District at a meeting held two weeks after written notice of intent to take such action by a two-thirds vote of the Board of Directors. The action of membership revocation and suspension shall not apply to the Executive Director or the officers as alternate procedures are given in Article V, Section B for such action.

**ARTICLE IV
EXECUTIVE COMMITTEE**

Section 1. The NAFA Executive Committee shall manage the affairs of NAFA and shall consist of the following voting members.

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Immediate Past President

- F. NSDCF Liaison(s)
- G. Three Members-at-Large

Section 2. The Executive Committee shall appoint standing committee chairpersons and they shall serve as voting members on the Board of Directors.

Section 3. The Executive Committee shall serve on the Board of Directors.

Section 4. Terms of Office

1. All Executive Committee members shall serve a two year term.
2. The Treasurer shall be appointed by the Executive Committee

Section 5. Duties of Officers

1. **The President** shall preside at all meetings and shall serve as an ex-officio member of all committees. The President shall, with the advice of the Board, appoint special committee chairs. The President and the NSDCF liaison shall be the spokesperson(s) for NAFA.
2. **The Vice President** shall, in the absence of the President, perform the duties of the president and, when so acting, shall have the powers of the President. The Vice President shall perform, from time-to-time, all the duties assigned by the President.
3. **The Secretary** shall record the minutes of all Executive Committee and Board of Director meetings for NAFA and shall be responsible for all correspondence for NAFA.
4. **The Treasurer** shall be appointed by the Executive Committee and approved by the Board of Directors. The Treasurer shall be the custodian of all the funds of NAFA and work in unison with the NSDCF Treasurer to assure proper accounting of all business matters. The Treasurer shall be responsible for the collection of all funds, assure payment of all financial obligations and shall compile financial statements. The Treasurer shall prepare an annual budget in conjunction with the Executive Committee for approval by the Board of Directors. In the absence or inability of the Treasurer to collect dues or make payments, the President shall be authorized to collect, deposit funds and make payments for NAFA. The Treasurer shall cooperate with the NSDCF Treasurer in the submission of financial records for audit.
5. **The Immediate Past President** shall serve as a mentor to the President and serve as a voting member of the Executive Committee.
6. **The NSDCF Liaison(s)** shall serve as liaison(s) between NSDCF and NAFA.

Section 6. Removal and Vacancies

1. Removal and filling vacancies shall be conducted according to Article V, Section B, Numbers 3 and 4.

ARTICLE V BOARD OF DIRECTORS

Section A: Operations

1. The Board of Directors shall be composed of the members of the Executive Committee and standing committee chairpersons as described in Article IV, Section 1-3.
2. Executive Committee members of the Board of Directors shall serve on the board during the term of their service on the Executive Committee.
3. Members in good standing serving on the Board of Directors, referred to as “at-large Board members”, shall serve a two-year term.
4. The Board of Directors shall meet after due notice not less than once every two months. One third plus one voting members of the Board shall constitute a quorum.

Section B: Qualifications

1. Nominations
NAFA Members in good standing, who aspire to serve as an officer, shall submit their interest by letter or email to the Nominating Committee by the stated deadline. The Nominating Committee may seek members in good standing to serve as officers. The Nominating Committee shall prepare a slate of candidates for election or reelection. The recommended slate shall be presented to the Board in the spring of an election year.
2. Election of Officers
The Nominating Committee shall present a slate of officers and board members for adoption by the Board of Directors in the spring of each election year. The election of officers will be in June and take office in July. Adoption of the slate requires a two-third vote by the Board at a regularly scheduled Board of Directors meeting. The Treasurer shall be appointed as duly noted. The NSDCF Liaison(s) shall be appointed by the NSDCF Board of Directors.
3. Removal
Any Board member may be removed or suspended for cause adversely impacting NAFA or NSDCF if a motion to propose removal is made and carried at a duly scheduled Board meeting. Subsequently, a two week written notice of intent to take action to remove or suspend shall be emailed to members of the Board of Directors. A two-thirds vote is required at the duly noticed Board meeting to remove or suspend.
4. Vacancies

Executive Committee or Board vacancies shall be filled by a vote of the remaining Board members. Board members selected in this manner shall serve as a member of the Board to complete the term of the vacated office.

5. Qualifications for Membership

Members in good standing shall qualify for appointment to the Board of Directors as members at large by submitting to the Executive Committee a letter/email of interest by a Board established and published date.

6. Ties

Parliamentary Procedure as per the most current edition of Roberts Rules of Order shall be followed in the event of a tie.

ARTICLE VI STANDING COMMITTEES

The Executive Committee shall appoint the following standing committees.

Section 1. Nominating Committee

The Nominating Committee shall prepare a slate of officers of individuals who will stand for election to the Executive Committee and the Board of Directors. A slate shall be presented in the spring of each election year.

Section 2. Social Committee

The Social Committee shall make recommendations for social events/activities and to perform such duties as may be delegated by the President of Board of Directors.

Section 3. Communications Committee

The Communications Committee shall be responsible for gathering information of interest to NAFA members, including notice of socials and notice of actions by NAFA and shall publish a NAFA Newsletter at least quarterly. He/She shall be responsible for uploading the PDF to the website and to the person responsible for the blast email to NAFA Members.

Section 4. Membership Committee

The Membership Committee shall be responsible for all activities and efforts to increase membership, including maintenance of the database and all membership communications to members.

Section 5. Bylaws Committee

The Bylaws Committee shall annually review and make recommendations to the Board regarding additions or alterations to the bylaws of NAFA. The bylaws committee chair shall also serve as parliamentarian.

Section 6. Special Committees

The President of NAFA may authorize such other special committees as necessary.

**ARTICLE VII
ALUMNI FUND**

Section 1. Business Operations

All funds of NAFA, including dues, donations and funds raised through activities or events shall be deposited into the NAFA account within ten (10) business days of receipt. An annual external audit shall be conducted at the end of each fiscal year in cooperation with NSDCF. NAFA will share the costs of the annual audit with the NSDCF.

Annually, the Board of Directors shall set a percentage of each new lifetime member's dues payment to be placed in an account for long term savings. At the end of each fiscal year, only the amount of interest earned by this specific account may be transferred to the general budget. The Board of Directors may opt to not move any money from this account during this time.

**ARTICLE VIII
DUES AND FEES**

Dues shall be determined each year by the Board of Directors. Dues should be paid to the Treasurer by the beginning of each fiscal year. The membership year shall be July 1 through June 30. Membership dues may be paid through electronic means provided for by First National Bank (FNB) or by check made payable to Norwin School District Community Foundation.

Section 1. Annual Memberships

Annual membership dues shall be \$50.00 for Blue Knight membership and \$20.00 for White Knight Membership. Benefits provided with each membership type are detailed in Appendix A.

Section 2. Life Membership

Gold Life Membership dues are determined by year of graduation. Spouses who join together qualify for a discount in dues. Dues amounts, discounts and benefits provided with Gold Life Memberships are detailed in Appendix A.

Section 3. Annual Sponsorships

Annual sponsorships are available in three levels, Gold, Blue and White. Sponsorship fees and benefits provided with each level of sponsorship are detailed in Appendix A.

Section 4. Initial Graduation Membership

Each graduating class of Norwin High School shall be invited to join NAFA at no cost for four years. Following the fourth year, those within this class of membership shall be required to become active dues paying members.

**ARTICLE IX
AMENDMENTS AND GOVERNING RULES**

A. Bylaw Changes or Revisions

Section 1. These bylaws may be amended after a Bylaws Committee Motion for revisions is made and carried at a Board Meeting.

Section 2. Bylaws Committee revision proposals shall be presented in written form to the Board of Directors at a regular or special meeting at least 30 days prior.

Section 3. Bylaws may be revised by a two-thirds vote of the Board of Directors

**ARTICLE X
DISSOLUTION**

Section 1. The Executive Committee may propose dissolution of NAFA by submitting to the dues paying members a resolution to dissolve. The resolution shall be ratified by an affirmative vote of two-thirds of the ballots returned. In the event of dissolution, the assets of NAFA shall become the property of the Norwin School District Community Foundation.

Section 2. In the event NAFA conducts no business and has no meetings for a period of two fiscal years, it shall be considered dissolved and the assets shall be distributed in the manner described in Article X, Section 1. Members in good standing for the last year in which dues were collected shall be notified of dissolution under this section. Dissolution shall occur ninety (90) calendar days after mailing of notification unless the membership meets and elects officers and begins operation. Any funds remaining after all bills are paid at the time of dissolution shall be transferred to the NSDCF to be used as designated by NAFA.

APPENDIX A

MEMBERSHIP

For the period May, 2015 through December, 2016

*****In addition to the benefits listed below, members will receive ongoing news of Norwin and NAFA events/activities and have access to the NAFA membership directory and the NAFA sponsor directory*****

Gold Knight Life Membership		Dues based on graduation year**	
To 1960	\$50.00	1981-1985	\$300.00
1961-1965	\$100.00	1986-1990	\$350.00
1966-1970	\$150.00	1991-1995	\$400.00
1971-1975	\$200.00	1996-2000	\$450.00
1976-1980	\$250.00	2001-Present	\$500.00

[Those alumni and friends at the highest dues payment level may request their dues be paid over time. Members on a payment plan will not be entitled to receive a NAFA Polo shirt until the final payment is made.]

**If your spouse also joins, pay the higher of the two fees and one half of the lower fee.

Benefits: NAFA Polo Shirt, NAFA Window Cling and a Membership/Discount Card

Blue Knight Annual Membership **\$50.00/year**

Benefits: NAFA T-shirt, NAFA Window Cling and a Membership/Discount Card

[NOTE: Subsequent annual dues payments will not be entitled to a NAFA T-shirt.]

White Knight Annual Membership **\$20.00/year**

Benefits: NAFA Window Cling and a Membership/Discount Card

SPONSORSHIP**

*****In addition to the benefits listed below, sponsors will be noted on the NAFA website and in NAFA publications and events*****

Gold Knight Sponsorship **\$500.00/year**

Benefits: 2 NAFA Polo Shirts, 2 NAFA Window Clings and 2 Membership/Discount Cards

Blue Knight Sponsorship **\$250.00/year**

Benefits: NAFA Polo Shirt, NAFA Window Cling and a Membership/Discount Card

White Knight Sponsorship **\$100.00/year**
Benefits: NAFA Window Cling

**Individuals/Businesses may become a NAFA Sponsor through in-kind services rather than a monetary contribution. For more information, send a request to norwinalumni@gmail.com.

Norwin Alumni and Friends Association is affiliated with the Norwin School District Community Foundation, a 501c3 charitable non-profit organization. Contributions and donations to either organization may be tax deductible.