



# Pierceton Heritage Association

## Articles of Association

We, the former students of Pierceton Schools and residents of Kosciusko County, for the purpose of founding and continuing this Association do hereby certify the following:

- The name of the Association shall be Pierceton Heritage Association, hereinafter referred to as PHA.
- The period of duration of the Association shall be perpetual.
- The PHA shall be for public benefit and 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 PHA organization shall be to:
  - Promote the PHA Mission Statement per the by-laws.
  - Maintain a current database of all Pierceton High School alumni.
  - Promote the interests of PHA to the Town of Pierceton and advise the Town of local projects or events of mutual interest.
  - Obtain and preserve historical information, artifacts, and memorabilia from Pierceton Schools and Town sources.
  - Raise and coordinate funding with Town of Pierceton officials to obtain and preserve historical Pierceton Schools pictures, trophies, yearbooks, and newspapers, as well as local business records, Town records, local pictures, public newspapers, etc.
  - Promote the value of preserving the intertwined legacy and history of Pierceton Schools and the Pierceton community to alumni and to the Pierceton and Kosciusko County communities.
- The powers of PHA 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 donated property of the Pierceton Schools and the Town of Pierceton. 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, nonprofit 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 and the mission of the Association.

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

## **Association By-Laws**

**1.0 Identity:** Name of the organization as registered with the Secretary of State shall be Pierceton Heritage Association (PHA).

**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 Mission Statement:** The Mission of PHA shall be to connect Pierceton Schools alumni and citizens of the Town of Pierceton to preserve the combined legacy and history of the Schools and the Community.

**4.0 Membership:** Any individual who attended Pierceton Schools shall be considered a member of the Association.

In addition, the Pierceton Town Council shall appoint two or more citizens from the local area who shall be considered members of PHA and shall be allowed to hold office.

**5.0 Annual Meeting:** An annual meeting shall be held in conjunction with the annual reunion banquet. The annual meeting shall be open to all members of PHA.

**6.0 Officers:** The Officers of the PHA shall be President, Vice-President, Treasurer, Secretary, immediate Past President, and a local area representative. 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.

**6.1 President:** Shall make all decisions concerning the Association's day-to-day operations and direct all activities for Officers and Committee members.

**6.2 Vice President:** Shall assist President as directed and shall coordinate all communications and financial transactions with KCCF.

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

**6.4 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. In July of each year Secretary shall forward all meeting minutes for historical preservation as directed by the President.

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

**6.6 Local Representative:** Shall be responsible for representing local interests and facilitating communications between PHA and the local area.

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.

**7.0 Advisory Board:** Shall provide legal, historical, preservation, and fund raising expertise. The Board shall be appointed by the Officers of PHA. The immediate Past President of the Association shall be a member of the Advisory Board. Advisory Board members must be available to attend monthly Officer's meetings. Each year in September the Advisory Board shall be reviewed to ensure the interests of the Board and of the Association are being met. There shall be no required number of Board members.

**8.0 Database Manager:** Shall be appointed by current Officers of PHA 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 High School students shall be kept for historical purposes, regardless of age or living status of those alumni.

**9.0 Committees:** PHA shall have five Standing Committees:

**9.1 History** (responsibilities as assigned)

**9.2 Banquet** (responsible for planning the annual banquet and program)

**9.3 Nominating** (responsible for fielding a slate of Officers every two years)

**9.4 Fundraising** (responsibilities as assigned)

**9.5 Finance** (responsible for PHA financial management)

All Committees shall function under the direction and approval of the Officers.

**10.0 Elections:** Officer elections shall be held at the annual business meeting. 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 annual 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 School or Town 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.