

**LYNX ALUMNI ASSOCIATION
BYLAWS
DRAFT October 12, 2010**

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DRAFT COPY OF BYLAWS
produced September 21, 2010

**Lincoln Lynx Alumni Association
Lincoln High School, Seattle Washington
Revised November 20, 2010**

DEFINITIONS

The terms Association or initials LLAA shall refer to the Lincoln Lynx Alumni Association. The term Board shall refer to the LLAA Board of Directors.

**ARTICLE I
NAME**

**1.1 This corporation shall be known as LINCOLN LYNX ALUMNI ASSOCIATION, with the official address of:
Lincoln Lynx Alumni Association
P.O.Box 31056 (Wallingford Post Office)
Seattle, Washington 98103-1056**

1.2. The name may be altered or changed by a majority vote of the Board of Directors.

**ARTICLE II
PURPOSE OF THE ASSOCIATION / SCHOLARSHIPS**

Details of our Purpose and requirements of the Scholarship Committee are contained in Addendum 1, "Additional Committees."

**ARTICLE III
MEMBERSHIP AND DUES**

3.1 Membership in the Lincoln Lynx Alumni Association shall be open to any person, regardless of age, creed, color, or religion, who has attended Lincoln

High School of Seattle, Washington, as a student, or their descendents, or who was a teacher or staff member.

3.2 Active membership: People who are eligible for membership and whose dues are current may participate in meetings, hold an office, serve on the Board of Directors, or serve on the Executive Committee, as well as serve on committees. All active meeting members attending the Annual Meeting shall be entitled to vote.

3.3 Inactive membership: People who are eligible for membership who have not paid dues or whose dues are in arrears may attend, but not vote in meetings of the membership, the Board of Directors, or committees. Also, they may not hold office.

3.4 The fiscal year is from January 1 through December 31. Annual dues are payable January 1st.

3.5 The Board of Directors establishes annual dues.

ARTICLE IV EXECUTIVE COMMITTEE

4.1 The Executive Committee shall consist of elected and appointed Officers, Members-at-Large, and selected committee chairs as required. A quorum shall consist of six (6) members.

4.2 The Executive Committee shall meet the first part of January and later at the discretion of the President, when necessary.

4.3 The Executive Committee members shall attend all regular scheduled and special Executive Committee and Board of Directors meetings, if possible.

ARTICLE V BOARD OF DIRECTORS

5.1 The Board of Directors shall consist of the Executive Committee, any two of the most recent past Presidents in attendance at meetings, selected Committee chairs, and one Class Representative from each class. Directors

must be members. Each Class Representative present at Board of Directors official meetings shall be entitled to one vote. A quorum shall consist of ten (10) members.

5.2 The Board of Directors shall meet a minimum of three (3) times per year. Meeting schedules shall be prepared by the President and approved by the Executive Committee.

5.3 The Board of Directors may remove any officer, elected or appointed, or any chair person, by a two-thirds paper ballot vote when it is judged to be in the best interests of the Association.

5.4 Whenever any vacancy shall occur among the Directors by death, resignation or removal or otherwise, it shall be filled by a majority vote of the remaining Directors.

5.5 No member of the Board of Directors shall vote or act in any manner without first disclosing any actual or potential conflict of interest with the best interests of the Association. The Board may, by resolution, limit the voting of any such member on matters for which an actual or potential conflict of interest exists.

ARTICLE VI OFFICERS

6.1 Officers shall be: (1) President, (2) Vice President, (3) Treasurer, and (4) The Immediate Past President, who shall also serve as an officer for one year following his/her presidency.

6.2 Elected Officers (namely the President, Vice President and Treasurer) shall serve their respective terms, starting January 1, following their election at the LLAA Annual Business Meeting typically held in November.

6.3 Other positions shall be appointed not later than annually, as needed, by the President and approved with a majority vote by the Board of Directors: (1) Recording Secretary, (2) Financial Secretary, (3) Editor of TOTEM II, (4) Scholarship Chairman, (5) Scholarship Scribe, (6) Computer Systems Committee, (8) Nominating Committee

Chair, appointed and approved, typically starting in January. The Nominating Committee Chair shall be appointed no later than March of the ensuing year.

6.4 Conflicts of interest. No member of the Board of Directors shall vote or act in any manner without first disclosing any actual or potential conflict of interest with the best interests of the Association. The Board may, by resolution, limit the voting of any such member on matters for which an actual or potential conflict of interest exists.

ARTICLE VII DUTIES OF ELECTED OFFICERS

7.1 The President, Vice President, and Treasurer may all be reelected after each period of service.

7.2 The President shall automatically assume the office of President on January 1 for two years when elected by a majority of those members present at the regular Annual Business Meeting, and shall serve the two years, starting on January 1, and fulfill all of the duties enumerated in paragraphs 7.2.1 through 7.2.6.

7.2.1 Preside at Executive Committee meetings, Board of Directors meetings, and at the Annual Banquet.

7.2.2 Act as coordinating officer with the elected and appointed officers and committee chairpersons.

7.2.3 Serve as ex-officio on the Finance Committee, and on the Database and Web Site Committees.

7.2.4 Appoint a Nominating Committee to nominate President, Vice President, and Treasurer candidates to be presented at the annual Meeting. The terms for these offices will commence on January 1 of the following year. Nominating Committee members may not stand as candidates for elected offices.

7.2.5 Prepare a yearly schedule of Executive Committee and Board of Directors meetings for approval by the Executive Committee, by the first meeting of the year.

7.2.6 Be allowed to call special meetings of the Executive Committee as needed, and allow certain members to serve ex-officio on the Executive Committee as deemed necessary, with no voting rights.

7.3 The Vice President shall assume the duties of Vice President on January 1 for two years after being elected at the annual meeting, and fulfill all duties stated in the following paragraphs 7.3.1 and 7.3.2.

7.3.1 The Vice President shall serve as a member of the Finance Committee.

7.3.2 The Vice President shall serve as Chair of the Membership Committee

7.3.3 The Vice President shall assume the duties of the President should the President not be able to perform those duties for any reason.

7.4 The Treasurer shall be duly nominated and elected by majority of those member present at the regular Annual Meeting of members and shall serve two years, starting January 1. The Treasurer shall fulfill all of the duties as stated in the following paragraphs 7.4.1 through 7.4.9.

7.4.1 The Treasurer shall act as Chairman of the Financial Committee which shall establish financial policy, oversee the Annual Financial Review, and develop a Projected Annual Budget for Executive Committee approval. The Finance Committee shall meet a minimum of three times annually. The Finance Committee shall also act as a Financial Review Committee of two or more persons who shall be appointed annually by the Vice President to perform an annual financial review of the Treasurer's books, records, and procedures. Such review shall be completed and the result reported to the Board of Directors during the first 90 days of the ensuing year.

7.4.2 Carry out the fiscal policies established by the Finance Committee.

7.4.3 Maintain the check register, entries and balances, issue all checks, pay bills and keep all receipts and expense forms.

7.4.4 Keep files of bank and other account statements.

7.4.5 Prepare financial reports. Present current reports at Executive Committee and Board meetings.

7.4.6 Work with attorneys and/or the IRS regarding Tax Exempt Status.

7.4.7 Monitor all LLAA actions relating to IRS or State to ensure compliance with all rules or requirement.

7.4.8 Prepare and file the LLAA Federal Tax Returns for Non-Profit Corporations, which has a due date of May 15th each year.

7.4.9 Prepare annually a proposed line-item budget for review and approval by the Finance Committee, and then by the Executive Committee. Keep the budget current and monitor income and outflow monthly, keeping within the budget guidelines or making recommended adjustments to the Finance Committee, when necessary. Prepare and provide quarterly status reports for the Finance and Executives Committees, and the Board of Directors.

7.5 The Immediate Past President shall automatically assume the office of Immediate Past President on January 1 for two years after completion of his/her term as President.

7.6 Other Positions shall be appointed not later than annually, as needed, by the President and approved by a majority of the Board of Directors:

(1) Recording Secretary, (2) Financial Secretary (3) Editor of the Totem II, (4) Computer Systems Chairman (5) Scholarship Scribe, (6) Nominating Committee Chair. The President shall appoint any other Committees or individuals as deemed necessary for the conduct of activities of the Association(as shown in Addendums 1 & 2). Appointed Officers shall serve for the year they are appointed and approved, typically starting in January. The Nominating Committee Chair shall be appointed no later than March 30th of the ensuing year.

ARTICLE VIII DUTIES OF APPOINTED OFFICERS

8.1 All positions to be determined on an annual basis by the Board of Directors.

8.2 The Recording Secretary shall be appointed annually by the President and approved with a majority vote by the Board of Directors at the first Board meeting of the year. The Recording Secretary shall:

8.2.1 Record minutes of meetings of the Board and Executive Committees, and forward those minutes to all Board and Executive Committee members, and to all others as directed by the President.

8.2.2 Prepare, and distribute, meeting notices and agendas for Board and Executive meetings.

8.2.3 Perform such other duties as directed by the President, as appropriate to the position.

8.3 The Financial Secretary shall be appointed annually by the President and approved with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Financial Secretary shall:

8.3.1 Access P.O. Box for dues, contributions, banquet reservations and any other monies for deposit to the checking account with the officially designated bank. Also, collect all returned mail and update corresponding database records.

8.3.2 Prepare deposit spreadsheets for incoming funds showing who the money is from and how it is applied (that is, dues and for what year, scholarship donation or any other items) and send copies to the Treasurer with the bank deposit slip attached. Banquet reservations (which may also include dues and scholarship donations) are prepared separately.

8.3.3 Send a copy of the deposit spreadsheet and database update to the Scholarship Scribe, so the Scribe may send out scholarship donation thank-you notes and memorial acknowledgements.

8.3.4 The Financial Secretary shall serve as a member of the Membership Committee.

8.4 The Editor of TOTEM II shall be appointed by the President and approved with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Editor of Totem II shall:

8.4.1 Receive materials from Class Representatives and other sources and edit it for quality and quantity.

8.4.2 Feature TOTEM II masthead and artwork.

8.4.3 Present President's message and apropos news items.

8.4.4 List Officers, Board of Directors (including Class Representatives) and Past Presidents at least annually.

8.4.5 Include membership and dues application blank and form for including news of members.

8.4.6 Give Scholarship information and update.

8.4.7 Interview and negotiate with qualified printer/bulk mailer and make recommendation to the Executive Committee. Direct and monitor selected printer/printer.

8.4.8 If the Editor is to be reimbursed for Contractor fees, such payments shall be considered as reimbursement for his/her duties as an Independent Contractor. Furthermore, the Contractor shall submit detailed reimbursement requests for any such payments.

8.5 The Scholarship Chairman shall be appointed by the President and approved with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Scholarship Committee shall be appointed by the Scholarship Chairman with the approval of the Board of Directors. The Scholarship Chairman shall fulfill all of the following duties in paragraphs 8.5.1 through 8.5.6.

8.5.1 Prepare rules for scholarship award submittals. Any changes of these rules must first be approved by the Board of Directors.

8.5.2 Establish an evaluation procedure.

8.5.3 Prepare notices for publication.

8.5.4 Send and receive application forms, evaluate them and select award winners.

8.5.5 Adopt such rules as are necessary for the conduct of the Committee and annually review the application forms and selection process, making such changes or additions as are deemed necessary.

8.6 Computer Systems Committee A Chairperson and three or more members, if needed, shall be appointed by the President to oversee the LLAA Website and Database. Committee members will publicize the Website and Database as an LLAA information source and help others to understand what information is available in the Database and how to access it. Committee members will handle requests for modifications to the Website and Database and decide if their value is sufficient to warrant the cost of modification. This may include both adding and removing functions. Committee members will pro-actively seek to have an appealing/interesting representation of the LLAA. The Committee's approval will be required if Database information is going to be shared with anyone outside the LLAA Board.

8.6.1 The Chair of the Computer Systems Committee will serve as a member on the Membership Committee

8.7 Membership Committee will work to maintain and increase membership for the LLAA. The committee will seek to promote membership through e-mail and postal mailings, as well as seek to promote the association at class reunions, LLAA events and other events as appropriate.

The Vice President will serve as chair for the Membership Committee. The Financial Secretary and Computer Systems Chair will also serve on the Membership Committee, other members may be appointed by the Vice President.

**ARTICLE IX
CLASS REPRESENTATIVES**

Details of the Class Representatives are contained in Addendum 3.

**ARTICLE X
ELECTIONS**

10.1 At the first Executive Committee meeting of the year, the President shall appoint a Nominating Committee of three (3) members to report, prior to the Annual Meeting, to the Executive Committee a selection of nominees for each of the following offices: President, Vice President and Treasurer. These Committee members shall also need the subsequent approval of the Board of Directors. Committee members may not stand for any elected offices while serving on the Committee.

10.2 Elections for these offices shall be held at the Annual Meeting.

10.3 To be eligible for any nomination from the floor at the meeting, such candidate must first have notified the Nominating Committee 30 days in advance of the meeting of their intention to be a candidate.

10.4 Nominated officers shall be elected by paper ballot by a majority of the qualified voting members present at the Annual Meeting.

**ARTICLE XI
PROCEDURE**

11.1 The current edition of “Robert’s Rules of Order” shall be the Parliamentary authority in all cases not covered by the Bylaws.

11.2 Minutes of all meetings held by the Board of Directors, the Executive Committee and all other LLAA committees will be recorded and submitted to all attendees of those meetings and all Executive Committee members. Minutes shall be produced in a reasonable timeframe.

ARTICLE XII MEETING NOTICES

12.1 Except as otherwise provided herein, all notices required by the Articles of Incorporation, Bylaws, or other corporate resolutions shall be sent via first class regular mail, postage prepaid to the recipient's last known address unless express consent is given by the Member to receive notice via email or telephone.

12.2 Any official meetings may be called by authorized persons, such as the President or Committee Chairpersons. Notices of meetings, and their proposed location, shall be given at least 5 days prior to the meeting date. Those notices must be delivered either by direct contact, email, telephone, or by US Mail. All regularly scheduled Executive Committee or Board of Directors meetings shall be posted on the LLAA Website by the first of the year, and approved by majority vote of the Board of Directors. Only official meetings may conduct the business of the Association.

ARTICLE XIII PURPOSE OF THE ANNUAL MEETING

13.1 The main purpose of the Annual Meeting is to perform the annual elections of officers for the subsequent year.

13.2 Limited business may also be conducted at the annual meeting, such as the adoption or revision of the Articles of Incorporation or Bylaws.

13.3 The Annual meeting shall be presided over by the current President, or by the Nominating Committee chairperson, if the President is unable to preside.

13.4 All candidates for elected offices shall be pre-screened by the Nominating Committee prior to the meeting.

13.5 Nominations from the floor must adhere to the provisions of Elections Article X, paragraph 10.3.

13.6 Nominating Committee tellers (two or more to be selected by the President) will collect ballots after voting, tally same, and place all ballots in a sealed envelope. The vote tally shall be verified by an independent person (selected by the President). The final vote tally shall then be delivered to the President who will then announce the ballot results.

ARTICLE XIV RULES FOR VOTING

14.1 Except where specifically designated otherwise, the following rules shall be enforced.

14.2 The chairperson in charge of any authorized LLAA meetings shall select the manner of voting for any motions, measures or other business requiring a vote. This shall include voice, showing of hands, or calling of the roll. Any votes shall only require a majority vote to pass, except changes to the Articles of Incorporation or to the Bylaws, which shall require a 2/3 vote to approve.

14.3 After a vote, any voting member, in good standing, can move to reconsider the vote, and move that the vote be retaken in another manner. Such vote will be taken with a call of the roll to determine its approval or disapproval by majority vote.

14.4 This final vote shall take precedent over the original vote.

ARTICLE XV PRIVACY STATEMENT

15.1 In order to protect the privacy of all LLAA members. no personal information of any sort is to be disclosed to any outside persons or organizations without the explicit approval of the Board of Directors. Exemption to this rule would be those organizations that would need mailing lists of members for the purpose of direct mailings such as the publisher of the Totem II, or approved mailings for authorized meetings such as the Annual Banquet. Association membership lists are considered propriety in nature, and not to be released except as previously noted. All individuals, such as elected or appointed persons who have received any membership information, are required to return such lists to the Association when leaving their

respective positions. This will also include all LLAA materials and other items belonging to the Association.

ARTICLE XVI RULES FOR CONTACT: E-MAIL, ETC.

16.1 Efforts to conduct business by postal, electronic, or facsimile (which is not recommended) must be expressly authorized by special rules of order, and approved by majority vote of the Board of Directors.

16.2 Motions may not be made and passed via email. If an emergency situation arises, the President will call a special Executive Meeting.

16.3 At no time during the exchange of emails dealing with LLAA business should emails become the format for negative personal attacks.

ARTICLE XVII NON-PROFIT PURPOSE

17.1 Notwithstanding any other provisions of these bylaws, the Association shall not carry on any activities not permitted by a non-profit corporation under the provisions of RCW Chapter 24.03 and which would impair the ability of the Association to maintain tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of the United States.

ARTICLE XVIII EXEMPT PURPOSE AND STATUS

18.1 It is the purpose that this Association shall be exempt from taxation under the Internal Revenue Code of the United States, and no part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, Directors, Officers, or other private persons. The Association shall, however, be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions for the purposes set forth in the bylaws.

**ARTICLE XIX
PERSONAL LIABILITY OF DIRECTORS**

19.1 No person serving as a Director shall be liable to the Association or its members for monetary damages for conduct as a Director, provided that such person shall remain liable for acts or omissions that involve intentional misconduct or a knowing violation of law or for conduct violating RCW 23A.08.450, or successor statute, or for engaging in any transaction from which the Director will personally receive a benefit in money, property, or services to which the Director is not legally entitled.

**ARTICLE XX
INDEMNIFICATION: REIMBURSEMENT; INSURANCE**

20.1 The Association shall indemnify any person made a party to any proceedings by reason of the fact that he or she is, or was a Director against judgments, penalties, fines, settlements, and reasonable expenses actually incurred in connection with such proceedings in accordance with and subject to the limitations set forth in RCW 23B.08.320, or successor statute.

20.2 The Association shall have power to purchase and maintain insurance on behalf of any person who is, or was, a Director, Officer, employee, or agent of the Association, or is, or was, serving at the request of the Association as an Officer, employee, or agent of another corporation, partnership, joint venture, trust, other enterprise, or employee benefit plan against any liability asserted against such person and incurred by such person whether or not the corporation would have the power to indemnify such person against such liability under the provision of this section.

**ARTICLE XXI
BYLAWS**

21.1 The Board of Directors is adopting these bylaws for the purpose of governing the affairs of this Association as may be deemed appropriate. Said bylaws shall not be in conflict with the Articles of Incorporation or the laws of the State of Washington.

**ARTICLE XXII
AMENDMENTS TO ARTICLES OF INCORPORATION OR BYLAWS**

22.1 Amendments to the Articles of Incorporation or the Bylaws may be effected by a two-thirds (2/3) vote of the members of the Board of Directors present at any Board of Director's or special meeting. Amendments to the Articles of Incorporation or the Bylaws must be offered up to the Executive Committee at least one (1) Executive Meeting prior to any such vote. However, amendments to any of any of the Addendums may be approve by a simple majority vote of the Board of Directors.

**ARTICLE XXIII
DISSOLUTION OR LIQUIDATION**

23.1 Upon dissolution or liquidation of this Association after having been granted tax-exempt status under the provisions of the Internal Revenue Code, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all remaining assets to an appropriate tax-exempt Section 501(c)(3) organization.

23.2 In the event of dissolution or liquidation in accordance with the foregoing, no member, Director, or Officer shall receive anything of value from the assets of the corporation.

Addendum 1 Additional Committees

These Addendum details, may be approved or changed, by a majority vote of the Board.

The following Committees, all, some, or none of those listed herein, may be appointed by the President as deemed necessary to full fill the activities of the Association. Committee descriptions may be altered by the President to suit the needs of the Association. Appointments and Committee, and these Addendum details, may be approved by a majority vote of the Board.

The Archivist may be appointed annually by the President and approved with a majority vote of the Board of Directors the first meeting of the year. The Archivist shall;

Collect and store all appropriate memorabilia regarding Lincoln High School.

Make available those materials to persons approved by the President or the Board for use in class reunions, or other approved activities.

ScholarshipChairman shall be appointed by the President and approved by with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Vice President shall serve exoficio on the Committee with voting rights. The Scholarship Committee shall be appointed by the Scholarship Chairman with approval of the Board of Directors and shall consist of at least four (4) members. The Scholarship Committee shall:

- Prepare rules for scholarship award submittals.

Scholarship Scribe may be appointed annually by the President and approved with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Scholarship Scribe shall receive information from Financial Secretary pertaining to scholarship donations. Maintain a current file of all scholarship donations. Send appropriate acknowledgment to each donor.

The Member(s) at Large may be appointed annually by the President and approved with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Member(s) at Large shall serve as a member of the Executive Committee with voting rights.

The Historian may be appointed annually by the President and approved with a majority vote by the Board of Directors at the first Board of Directors meeting of the year. The Historian shall be responsible for all papers, printed matter/memorabilia, albums, Totem II (weekly and/or monthly), annuals, and gifts of any of the aforementioned materials to assure adequate repository, either privately or in the Seattle public School Archive.

The All Class Luncheon Liaison may be appointed annually by the President and assist the person(s) that act as chairman of the class or committee that takes the responsibility of arranging the time, place, program, parking and food for the LLAA Annual Luncheon. The Liaison shall oversee the event and assist the committee with any/all arrangements necessary for a successful luncheon.

Addendum 2 Scholarship Guidelines

These Addendum details, may be approved or changed, by a majority vote of the Board.

PURPOSE: To provide scholarships to lineal descendants of Lincoln High School of Seattle attendees thereby encouraging high school graduating seniors to start their higher education without delay.

ELIGIBILITY: An applicant must be a lineal descendant of an attendee of Lincoln High School, Seattle, Washington.

Applicant need not be a resident of Seattle or the State of Washington.

Applicant must be a current graduating senior from an accredited high school.

Applicant must have applied to an accredited University, College, Trade School or other tertiary accredited institution acceptable to the Scholarship Committee and be accepted at said institution by the application deadline.

Applicant must have original SAT scores obtained prior to applicant's deadline date and must provide an official copy of said SAT scores.

Applicants must provide all requested information and materials in one package by the deadline date to be considered for a scholarship award. Incomplete applications will be automatically disqualified.

Applications may be obtained by downloading and printing an application from the Association's web site, or requesting an application directly from the Association.

DEADLINE FOR APPLICATIONS: All completed applications and all attachments must be sent in one package by U.S. Mail and postmarked by May 1st each year (or it may be hand delivered by May 1st by special arrangements with the Scholarship Chairman). No exceptions. No email applications will be accepted. Only original copies of all items are to be included in applications packages.

SCHOLARSHIP AWARDS: After the scholarships are awarded, winners will be required to provide certain information (including a letter of recommendation from a teacher and a copy of the applicant's high school grade transcript) on a form which will be sent to them. This form requests the address and telephone number of the Financial Aid Office of the school they will be attending and other various information. A picture of the scholarship recipient is also requested at this time for publication in the next issue of the Totem II, and our website.

USE OF SCHOLARSHIP MONIES: Scholarship monies are always sent directly by LLAA to the Financial Aid office of the college/school the recipient will be attending. The college/school sets up a student account for the scholarship recipient. Monies in that account may be used only by the student scholarship recipient, and only for tuition, books, and lab fees.

Recipients of an LLAA scholarship must use the scholarship money during the school year following his/her School graduation. The college/school is required to return any unused funds at the end of the first year to the LLAA Scholarship Fund, or if the student is not registered for any quarter/semester during that first year.

Addendum 3 Class Representatives

These sections may be amended by a majority vote of the Board of Directors.

A.3.1 Selection of Class Representatives

- **Persons may volunteer to be appointed, subject to approval by the Board of Directors.**
- **Persons may be appointed by the Board of Directors.**
- **Persons may be appointed by a majority of their class members at any scheduled meeting, such as a reunion, or at special meeting called by the class for that purpose.**
- **Class Representatives shall serve until he/she elects to retire, or is terminated under Provision 3.3, *Termination*.**

A.3.2 Requirements for the position

- **Any person appointed should have access to a computer with internet capabilities, but this is optional.**
- **The person should be a member of the class represented.**

A.3.3 Provisions for termination of a Class Representative

- **By a petition to the Board for review made by ten (10) or more of their class members, or**
- **By a majority vote of class member attending a class reunion, or at the LLAA Annual Meeting.**

A.3.4 Job description of the position

- **To submit to the Editor of TOTEM II, for each issue, a write-up of news about his/her classmates or interesting articles, observing deadlines. The Financial Secretary who receives such material will forward any “news-value” comments included with dues payments to Class Representatives**

Each Class shall have one vote by their formally appointed Class Representative as a member of the Board of Directors.

