

**Hugh O'Brian Youth Leadership
Alumni Association of Central Pennsylvania
Bylaws**

As prepared by:

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Article I. Name and Purpose

Section 1 – Name: The name of this organization shall be the Hugh O'Brian Youth Leadership Central Pennsylvania Alumni Association. As an abbreviated version, the organization shall be referred to throughout the rest of the document as the HOBY CPA Alumni Association.

Section 2 – Purpose: The HOBY CPA Alumni Association shall seek to:

Create a core group of dedicated individuals to support a successful Hugh O'Brian Youth (HOBY) CPA Leadership Seminar;

Promote the mission of Hugh O'Brian Youth Leadership and spread its values to others;

Coordinate reunion events and service projects for alumni and other volunteers;

Foster connections among alumni in different locations to utilize for resources, such as colleges, counties and more;

Strengthen and extend the Hugh O'Brian Youth Leadership Alumni Association of Central Pennsylvania.

Section 3 – Vision: To provide support and knowledge on making a positive difference within our global society through understanding and action based on effective and compassionate leadership.

Section 4 - Participants: Members of the HOBY CPA Alumni Association are alumni members of the CPA Leadership Seminar, volunteers of the CPA Leadership Seminar or others who share the vision, mission and goals of the HOBY program.

Article II. Executive Board

Section 1- Board Members: The HOBY CPA Alumni Association Executive Board shall consist of an Alumni Advisor and of the following positions:

President
Vice President 1
Vice President 2
Secretary
Director of Communications
PR Chair
Treasurer
Regional Representative-H
Regional Representative-H
Regional Representative-O
Regional Representative-O
Regional Representative-B
Regional Representative-B
Regional Representative-Y
Regional Representative-Y
Service Project Manager
Service Project Manager
Service Project Manager
CLEW Committee
CLEW Committee
CLEW Committee

Section 2-Duties of Executive Board Members.

The President shall:

- Be the Chief Executive of the Association
- Preside over all meetings and conference calls of the HOBY CPA Alumni Association
- Further the objectives of the Alumni Association and promote the interests of alumni within the Association

- Assist in the completion, with the Alumni Advisor, of any official documents that must be submitted to the HOBY CPA Corporate Board and/or HOBY International
- Work closely with the Alumni Advisor on all matters dealing with the operation of the Association

The Vice Presidents shall:

- Assist the President in the work of the Association
- Preside over meetings in the absence of the President
- Assist and collaborate with the President in all matters of Association operation
- Provide support and advocacy for the Executive Board and its members, both collectively and individually
- Perform other duties as assigned by the President for successful operation of the Association
- Create quarterly newsletters via email to the alumni and maintain copies of said newsletters

The Secretary shall:

- Keep all records and minutes of the Alumni Association and of all meetings of the Alumni Association Executive Board
- Communicate with the President, Vice President, and other board members to create and publish an agenda for each Executive Board and Alumni Association meeting
- Cooperate with the President to ensure timely and accurate completion and submission of all official documents required by HOBY CPA and HOBY International
- Perform other duties as assigned by the President for successful operation of the Association
- Maintain Service Organization Database
- Send thank you notes to hosts of Alumni events

The Director of Communications shall:

- Take photos at all Alumni Association events
- Work in collaboration with Vice Presidents to create quarterly newsletters
- Develop consistent content for social media platforms via pre-approved social media calendar
- Perform other duties as assigned by the President for successful operation of the Association

The PR Chair shall:

- Create any forms of media, such as public services announcements and flyers
- Seek new PR opportunities with assistance of BOT Media Advisors

- Create story bank for the year and maintain relationships with media outlets
- Create flyers and graphics to advertise reunions
- Perform other duties as assigned by the President for successful operation of the Association

The Treasurer shall:

- Be responsible for all funds associated with the CPA HOBY Alumni Association
- Assist with the creation of fundraisers and obtain approval from the President and the Alumni Advisor for fundraisers
- Cooperate with the President to ensure timely and accurate completion and submission of financial reports as required by HOBY CPA and HOBY International
- Work with the Alumni Advisor and the Corporate Board Treasurer in planning fundraising initiatives throughout the year
- Perform other duties as assigned by the President for successful operation of the Association

The Regional Representatives shall:

- Represent their region at CPA HOBY Alumni Association meetings
- Be liaison for region alumni in their alumni to service organizations and alumni events
- Perform other duties as assigned by the President for successful operation of the Association

The Service Project Managers shall:

- Plan and execute at least three service events designed for the Alumni of HOBY CPA
- Amongst the three service events, at least one reunion event shall be organized
- Perform other duties as assigned by the President for successful operation of the Association

The CLEW Committee shall:

- Work with the CLeW Director in planning and executing CLeWs throughout the year
- Assists with: recruitment, program planning, operations, staff recruitment, and fundraising of CLEW events
- Perform other duties as assigned by the President for successful operation of the Association

Section 3-Qualifications for Election to Office: All board positions will be filled by a CPA HOBY Alumni. They also may be required to fill out application paperwork as deemed necessary by the Alumni Advisor.

Section 4-Order of Succession: If the President is unavailable, one of the Vice Presidents, as selected by the President and Alumni advisor shall run the meeting. If only one Vice President is present, that Vice President shall run the meeting. If neither the President nor the Vice Presidents are present, the first order of business of the Board shall be to elect a meeting chair.

Section 5-Voting Members: Each member of the Board -as listed above- is awarded one vote as a member of the CPA HOBY Alumni Association.

Section 6-Alumni Advisor: The main focus of the Alumni Advisor shall be to assist the Executive Board in maintaining and promoting the HOBY CPA Alumni Association in a positive way and to be the legal, adult representation of the HOBY CPA Alumni Association to HOBY CPA and HOBY International.

The Alumni Advisor shall:

- Be the Association's liaison to HOBY CPA and HOBY International
- Maintain contact as needed with the Alumni Association Board members
- Work with the President and other Board members in meeting the goals of the association or any other matters when he/she needs assistance
- Assume other duties as determined by the bylaws and the decisions of HOBY CPA
- Serve as a voting member of the HOBY CPA Board on behalf of the CPA HOBY Alumni Association

Section 7-Terms: New terms begin on December first of each year. In no case shall a completely new Board be elected in a single election for the sake of maintaining consistent activity.

Section 8-Removal from Office: A member of the Alumni Association Executive Board may be removed from office by a two-thirds vote of all serving members of the board. When sufficient cause appears to be present, the President must notify the member in writing of the charges levied against him/her. The accused member will have one week to either provide explanation or refute the charges. Within ten days of the response, a special meeting consisting of at least two-thirds of the Executive Board will be held to address the facts presented and discuss reasons why the office should or should not be declared vacant. The accused member shall be notified of the Board's decision within twenty-four hours. In the event that the President is the accused member, the Vice President-as decided by the Alumni Advisor-shall proceed over the process. If a member is removed from office, applications shall be taken from CPA HOBY Alumni members who either hold no office or hold an office of a lower position than the vacant spot. The President, Alumni Advisor, and Vice President will select which application to then bring before the board in a special meeting no less than two weeks after the vacancy is announced. The board will then decide via a two-thirds vote who shall serve the office for the remainder of the term. The replacement will still be up for reelection upon the end of the term,

and the candidate elected will start their term on the first of December with the rest of the board. This process will be known as a special election.

Article III. General Procedures

Section 1-Meetings: The Alumni Association will hold a minimum of four meetings per year. The meetings shall be held quarterly and shall require a quorum of Board members present. The secretary shall notify in writing each member of the Board the date, time, and location of the Board meeting no less than thirty days prior to the meeting.

Section 2-Special Meetings: A special meeting may be called by President, either Vice President, or by petition of a two-thirds majority of Board members.

Section 3-Voting: All decisions must be conducted by either a voice or electronic vote (depending on the nature of the meeting). In order for a vote to pass, the simple majority (half of the board members plus one) must approve the motion.

Section 4-Quorum: A simple majority of voting members must be present in order to have a quorum for meetings.

Section 5-Agendas: The President shall be responsible for setting tentative agenda for these meetings, which the Secretary will then be responsible for sending to each member of the Executive Board.

Section 6-Meeting Minutes: Minutes shall be distributed to the Executive Board within a timely manner at the conclusion of each meeting. Minutes shall be notated by the Secretary.

Article IV. Revenue

Section 1-Dues: Each member of the CPA HOBY Alumni Association executive board shall be able to pay a ten dollar due annually. In no case will payment be required to be a member of the association or the board.

Section 2-Revenue may be derived from other sources in a manner that is approved by the executive board. The Association shall never sponsor or participate in a lottery, raffle, drawing, or game of chance in connection with any fundraising activity unless the Association has received prior approval from CPA HOBY. Such approval is not an endorsement of such activities by HOBY. The Association shall not participate in any activities that reflect unfavorably on the name of HOBY.

Article V. Amendments

Section 1-Amendments: These by-laws may be amended when necessary by a two-thirds vote of the Executive Board. Proposed amendments must be sent to the Secretary, who will then immediately distribute them to every member of the Board. Amendments will be voted on at the next scheduled meeting.

Section 2-Effective Date: Bylaws and amendments are effective immediately after the meeting where they are approved.

Section 3-Expiration of Bylaws: The Bylaws of the CPA HOBY Alumni Association will never expire. The most recent set of approved bylaws will remain in effect until new bylaws are drafted and approved.

Article VI. Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all measures of procedure not specifically outlined by these bylaws.