

BYLAWS
of the
ALUMNAE ASSOCIATION
of
LINDEN HALL

Amended September 2021



Table of Contents

Article 1	4
<i>NAME</i>	4
Article 2	4
<i>ORGANIZATION</i>	4
Article 3	4
<i>MISSION</i>	4
Article 4	4
<i>MEMBERSHIP</i>	4
Article 5	5
<i>OFFICERS AND DUTIES</i>	5
Article 6	6
<i>MANAGEMENT</i>	6
Article 7	6
<i>COMMITTEES</i>	6
Article 8	8
<i>ALUMNAE INTERESTS</i>	8
Article 9	8
<i>ELECTIONS AND TERMS OF OFFICE</i>	8
Article 10	10
<i>MEETINGS AND ATTENDANCE</i>	10
Article 11	11
<i>PROCEDURES</i>	11
Appendix A	12
Appendix B	13
Appendix C	14

Article 1

NAME

SECTION 1. The name of this Association shall be the "Alumnae Association of Linden Hall", hereinafter referred to as the "Association".

Article 2

ORGANIZATION

SECTION 1. The Association was organized by Alumnae on June 18, 1891 and became incorporated in Pennsylvania on March 15, 1957. The Association maintains status as a 501 (c) 3 non-profit organization. The Association's Federal Tax ID (EIN) is held with the Association Treasurer.

Article 3

MISSION

SECTION 1. The purpose of the Alumnae Association shall be to support and uphold the mission of Linden Hall School for Girls while connecting and strengthening relationships between the students, Young Alumnae, School Alumnae and the Junior College Alumnae.

Article 4

MEMBERSHIP

SECTION 1. **Member:** Any former student of Linden Hall School for Girls, Lititz, Pennsylvania, who was regularly enrolled, completed at least one semester, and terminated her enrollment in good standing shall be considered a Member of the Association.

SECTION 2. **Honorary Member:** Any person who has served on the faculty or staff of the school for a period of at least ten (10) years or any person who has contributed significant service to the school and whose nomination for Honorary Membership has been approved by the majority vote of the Board of

Directors shall become an Honorary Member upon election by a three-fourths vote of the Members at the Annual Meeting of the Association. A person may be proposed for Honorary Membership by any member of the Board of Directors. Suggestions of names for Honorary Membership may be submitted in writing to a member of the Board of Directory by three Alumnae.

SECTION 3. Privileges of Membership: Members shall have the privilege of voting and holding office. Honorary members shall be entitled to the privilege of the floor, but they shall not vote or hold office. Members and Honorary Members shall receive all publications of the Association, and all notices of the meetings held by the Association.

Article 5

OFFICERS AND DUTIES

SECTION 1. Officers of the Association shall be President, Vice President, Recording/Corresponding Secretary and Treasurer.

SECTION 2. Duties of the Officers of the Association

- i. The **President** shall act as Chairperson of all meetings of the Association and of the Board of Directors and shall serve on the Linden Hall Board of Trustees. If the President is unable to serve on the Linden Hall Board of Trustees, she may appoint a proxy from the Association Board. She shall appoint members of all standing and special committees and shall review the need to continue or discharge a special committee. She shall appoint Active Members to the Board of Directors to fill the unexpired terms of members of the Board who have died, resigned, or deemed to have resigned. She shall cast a vote only in the event of a tie by other members.
- ii. The **Vice President** shall act for the President in the event of the absence or disability of the President. She shall act as Parliamentarian at all meetings of the Association and of the Board of Directors.
- iii. The **Recording/ Corresponding Secretary** of the Association shall act as the Secretary of the meetings of the Association and the Board of Directors. She shall perform all duties incident to the position.
- iv. The **Treasurer** of the Association shall collect and disburse all funds of the Association, assuring that all disbursements over \$500 are approved by the Board of Directors. She will have custody of all properties of the Association except as herein specifically allocated to other custodians. The Treasurer is

responsible for annual filing of IRS Form 990-N which preserves the Association's 501(3)c status. The Treasurer will serve as the Chair of the Association Finance Committee.

Article 6

MANAGEMENT

SECTION 1. Board of Directors

- i. The Management of the affairs, funds, and properties of this Association, subject to the Bylaws, shall be vested in the twelve (12) Members serving on the Board of Directors, comprised of the following: President, Vice- President, Recording/ Corresponding Secretary, and Treasurer of the Association; Outreach Committee Chair; seven (7) Members- at- Large; and standing committee Chairman (see Article 7). A majority of the Board shall constitute a quorum, and the act of a majority of the quorum shall be the act of the Board.

SECTION 2. Fiscal Year

- i. The fiscal year shall be from July 1st to June 30th.

Article 7

COMMITTEES

SECTION 1.—Finance Committee

- i. The Finance Committee shall be responsible for the management of all Alumnae owned financial accounts including but not limited to:
 - a. Operating Funds
 - b. Brickenstein Scholarship
 - c. Special Accounts

The committee will manage the Brickenstein Scholarship in accordance with the guidelines outlined in Appendix B of these Bylaws.

The committee will meet quarterly to review the status of the accounts and approve disbursements from an account. Disbursements over \$500 must be presented to the Alumnae Association Board of Directors for formal approval, including contributions to the school for scholarship, the annual fund or special initiatives.

The committee, in conjunction with the Board, will fundraise to maintain and grow Alumnae owned financial accounts.

The committee will be comprised of three (3) members of the Board of Directors. Members of the committee shall serve for a period of three (3) years from July 1, after the date of their appointment, with a limit of two (2) renewable terms. The Treasurer, as elected at the Annual Meeting, will serve as the Committee Chairman and shall be an Officer on the Board of Directors.

SECTION 2. Outreach Committee

- i. The Outreach Committee shall work to actively engage the Alumnae of Linden Hall through activities such as Special Events, Chapter Meetings, Reunion Activities, communications or others.

The committee will be comprised of three (3) members of the Board of Directors and Membership. Members of the committee shall serve for a period of three (3) years from July 1, after the date of their appointment, with a limit of two (2) renewable terms. The Committee Chairman shall become a member of the Board of Directors and shall be named by the President with the approval of the Board of Directors.

SECTION 3. Nominating Committee

- i. The President of the Association shall appoint a Nominating Committee at the Annual Meeting between election years. The committee will be comprised of three (3) members of the Board of Directors. Such committee shall function as provided by [Article 8](#), Section 4. The Nominating Committee Members are not eligible to succeed themselves.

SECTION 4. Special Committees

- i. The President shall appoint special committees as she deems necessary and shall establish the size and charge to any such committee. Such committee shall report to the Board of Directors for approval of actions, and no action may be taken without prior consent of the Board of Directors. The President shall

periodically review the need to continue or discharge a special committee and shall continue or discharge such committee as needed.

Members of the special committees may be from the Board and/or membership as deemed appropriate by the President.

Article 8

ALUMNAE INTERESTS

SECTION 1. Archives

- i. Linden Hall School for Girls owns the Archives of the school, including but not limited to the student Needlepoint collection, the Linden Hall Echo Literary Magazine, Linden Hall antiques, and photos and are insured under the School's Property insurance policy. The collection, preservation, cataloging, and display of the archives is maintained by the Association. Archives may not be sold, destroyed, or otherwise mishandled without the approval of the Membership.

SECTION 2. Rock Garden

- i. The Association and the School will oversee the upkeep, preservation and maintenance of the Rock Garden. The Rock Garden may not be repurposed, destroyed, or otherwise mishandled without the approval of the Membership.

SECTION 3. Alumnae House

- i. Linden Hall School for Girls owns, maintains, and insures under the School's Property insurance policy, the Alumnae House but recognizes that the house was built with Alumnae funds for Alumnae use. As such, the Alumnae will approve the use of the house for the upcoming fiscal year at the spring Board Meeting. The Alumnae House may not be sold, repurposed, destroyed, or otherwise mishandled without the approval of the Membership.

Article 9

ELECTIONS AND TERMS OF OFFICE

SECTION 1. Officers

- i. The **President, Vice-President, Recording/Corresponding Secretary and Treasurer** of the Association shall be elected by a majority vote of Active Members at the Annual Meeting beginning in 1979 and triennially thereafter. They shall serve as a Director for a three (3) year term with a limit of two (2) renewable terms.

SECTION 2. Directors

- i. All Directors (Non-Officers) shall serve terms as follows:
 1. **Members- at- large** shall be elected by the Active Members at the Annual Meeting beginning in 1979 and triennially thereafter. They shall serve for a three (3) year term and may serve two (2) consecutive terms or multiple non-consecutive terms. If a Director is elected to serve as an Officer, the three (3) year term of the Officer's position may be appended to the time served as a Director.
 2. The immediate Past President shall continue to serve as an **Ex Officio Director** for a period of one (1) year after leaving office.
 3. The **Outreach Committee Chair** shall serve a term of three (3) years and may serve two (2) consecutive terms or multiple non-consecutive terms.

SECTION 3. Term

- i. Officers and Directors elected at the Annual Meeting will attend any subsequent Board Meetings as officers-elect upon election and as Officers and Directors after July 1.

SECTION 4. Written Nominations

- i. The Nominating Committee, as appointed by the President shall nominate one candidate, with her consent, for each committee position to be filled at the Annual Meeting. The nominations shall be filed in writing with the Secretary who shall publish the nominations to the members not later than sixty, nor earlier than ninety, days prior to the Annual Meeting. Other nominations, written with the consent of the nominee, may also be submitted by any three Active Members of the Association. Such nominations, if received in writing by the Recording/Corresponding Secretary not less than ninety days before the Annual Meeting, are valid nominations and are to be published forthwith, along with and in the same manner as those of the nominating committee. No

nominations shall be accepted by the Secretary after publication of the nominees described above.

SECTION 5. Election Procedure

- i. At the Annual Meeting, if only one candidate has been nominated for an office, the President shall direct the Recording/Corresponding Secretary to cast a ballot in favor of the candidate. If more than one nomination has been made, the Recording/ Corresponding Secretary shall prepare and distribute ballots for an election.

Article 10

MEETINGS AND ATTENDANCE

SECTION 1. Annual Meeting

- i. The specific time and date of the Annual Meeting will be determined by the Board of Directors and publicized to the members in a timely manner. At the Annual Meeting, the Board of Directors shall report to the members on its activities since the previous Annual Meeting. The President shall conduct the election of officers, if scheduled, and conduct such other business as has been publicized in the call of the meeting. The Treasurer will report a financial summary of all Alumnae Accounts at the Annual Meeting.

SECTION 2. Special Meetings

- i. Special Meetings of the Members shall be held upon the request of the President or the majority of the Board of Directors or upon the petition of fifty (50) members of the Association. The President shall determine the time and place of the meeting which shall be within ninety days of the date of request or petition. Members shall be sent not less than two notices of the special meeting at least four (4) and two (2) weeks respectively prior to the date of the meeting. Only that business stated and specified in the calls for these special meetings shall be conducted.

SECTION 3. Board Meetings

- i. A minimum of two regular meetings of the Board of Directors shall be held each fiscal year, one in the Spring and one in the Fall, at a time agreed upon by the majority of the members of the Board. Special Meetings of the Board shall be

held upon the request of the President or any three members of the Board of Directors.

SECTION 4. Attendance

- i. Attendance at the Board of Directors meetings whether in person or via conference call is required. Failure to attend three (3) consecutive meetings will result in dismissal from the Board.

SECTION 5. Quorum

- i. At any meeting of the Association, regularly and properly called, those active members present shall constitute a quorum.

Article 11

PROCEDURES

SECTION 1. Parliamentary Authority

- i. All proceedings of the Board of Directors, meetings of the members and meetings of the committees shall be governed by Roberts Rules of Order, unless otherwise designated in the Bylaws. The interpretations and decisions of the parliamentarian shall be final and conclusive.

SECTION 2. Amendments

- i. Bylaws may be amended by a two-thirds (2/3) vote of the members who are present at any regularly called meeting of the Association, provided that the amendment has been submitted to the membership at least four weeks prior to the meeting.

SECTION 3. Review of the Bylaws

- i. Bylaws must be fully reviewed at six (6) year intervals, commencing with the adoption year, 1957. Such review shall be conducted as determined by the Board of Directors.

Appendix A

The Linden Hall Alumnae Association was organized by Alumnae on June 18, 1891 and became incorporated in Pennsylvania on March 15, 1957. The Linden Hall Alumnae Association is a registered 501 (c) 3 organization within the State of Pennsylvania as of 1978. While working closely with Linden Hall, The Association is a separate entity, governed by separate Bylaws to connect, enhance, and honor the lives of Linden Hall Alumnae and Students. Through the elections of a Board that consists of a President, Vice President, Recording/Corresponding Secretary, and Treasurer, the Linden Hall Alumnae Association continues to work towards their goals, under leadership and direction of their elected Board. This leadership initiative includes the stewardship of the Brickenstein Scholarship Fund, which is held under the guardianship of the Linden Hall Alumnae Association.

Appendix B

Herman A. Brickenstein Scholarship

Principal 1873-1892

The Brickenstein Scholarship was established, after his death in 1895, by the Alumnae Association "in appreciation for all his labor among us". Donations from the Alumnae in the first year totaled \$123. \$5000 was estimated to be needed to fund one student for one year. That goal was not reached until 1906. The 1907-1908 Catalogue announced the Scholarship for the first time. The Scholarship is awarded to:

1. Daughter/Granddaughter of an Alumnae
2. Daughter of a Moravian Minister
3. Any girl worthy of schooling

Appendix C



Alumnae Association Self-Nomination Form

Thank you for your interest in serving on the Linden Hall Alumnae Association Committee. While all alumnae who were regularly enrolled and completed at least one semester are members of the Alumnae Association, this committee meets between **X to Y** times a year to oversee alumnae activities and interests, act as a fiduciary of Alumnae Association Funds, plan events, activities, and communications with the purpose of supporting and upholding the mission of the Association and Linden Hall. Please complete this self-nomination form by **(date)**. We have limited positions to fill, but all applications will be reviewed for consideration to serve.

Name

Address

Phone Number

Email Address

Linden Hall Graduation Year

Occupation (if retired, what you previously did at work or home)

Are you currently a member of the Linden Hall Alumnae Facebook Group?

Have you recently participated in a Linden Hall alumnae event? If so, what event and when?

Our Board focuses on **Finance, Outreach, Alumnae Interests (archives, Rock Garden, Brickenstein Scholarship, etc)**. Where do you feel you can add the most expertise and why?

Do you have experience as a member on other Boards or Committees? If yes, please describe your role.

List any interests, qualifications, or skills that you find applicable to a Linden Hall Alumnae Association Committee member position.

In what ways do you think you can help the Alumnae Association improve?

Revision History

Date	Status	Owner
April 1999	Amended	Linden Hall Alumnae Association
August 2016	Amended	Linden Hall Alumnae Association
September 2021		Linden Hall Alumnae Association