

**BY-LAWS OF THE
WHEELER HIGH ALUMNI ASSOCIATION INC.**

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**BY-LAWS OF THE
WHEELER HIGH ALUMNI ASSOCIATION INC.**

Incorporated under the laws of the State of Georgia

**1 ARTICLE I
NAME, LOCATION, AND OFFICES**

- 1.1 Name. The name of this Corporation shall be **Wheeler High Alumni Association Inc.**
- 1.2 Registered Office and Agent. The Corporation shall maintain a registered office in the State of Georgia and shall have a registered agent whose address is identical with the address of such registered office, in accordance with the requirements of the Georgia Nonprofit Corporation Code.
- 1.3 Other Offices. The principal office of the Corporation shall be located in Cobb County, State of Georgia. The Corporation may have other offices at such place or places, within or outside the state of Georgia, as the Board of Directors may determine from time to time as the affairs of the corporation require or make desirable.

**2 ARTICLE II
PURPOSES AND GOVERNING INSTRUMENTS**

- 2.1 Purpose. The Wheeler High Alumni Association Inc. is composed of former students, faculty and staff of Joseph Wheeler High School, Marietta GA, who work collectively upon projects for the improvement of Wheeler High School and the community. Concerns include education, a sense of community, and cooperation with other organizations sharing mutual interests.
- 2.2 Nonprofit Corporation. The Corporation shall be organized and operated as a Nonprofit Corporation under the provisions of the Georgia Nonprofit Corporation Code.
- 2.3 Charitable, Educational and Recreational Purposes. The Corporation is a voluntary association of individuals the purposes of which, as set forth in the Articles of Incorporation, are exclusively charitable, educational, and recreational within the meaning of Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation shall include, but not be limited to, the following: increasing a sense of community among alumni of Joseph Wheeler High School and providing focus for opportunities to positively impact current students of WHS and the community.
- 2.4 Governing Instruments. The Corporation shall be governed by its Articles of Incorporation and its By-Laws.

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**3 ARTICLE III
MEMBERSHIP**

- 3.1 Voting and Non-voting Memberships. Voting membership is open to all WHS alumni, one vote per paid membership. Non-voting membership is open to anyone who has an interest in Wheeler High School (e.g., school officials or booster organizations, parents of current or former WHS students or alumni, or corporate sponsors).
- 3.2 Membership Meetings. Regular business meetings of the membership shall be held in Autumn of each year. Special business meetings may be called at any time by the President, a majority of the Board of Directors, or by petition of twenty-five percent (25%) of the membership, which petition is to be presented to the Secretary and/or President. Thirty (30) days notice of the time and place is required for announcing the regular or any special meetings. Notice of regular or special meetings may be sent by U.S. Postal Service, e-mail or hand-delivered to each member. The Board of Directors may elect to cancel any regular business meeting.
- 3.3 Meeting Agenda. In order to allow proxy voting and voting by electronic means, all items of business requiring a vote by the membership shall be published by email, mail, web site or other means to the membership at least seven (7) days prior to the regular business meeting in the Autumn. No item of business shall be voted without such notice.

**4 ARTICLE IV
BOARD OF DIRECTORS**

- 4.1 [Membership]. The Board of Directors of the Association shall be comprised of the members of the Advisory Board, the Elected Officers of the Association, the chairpersons of the Standing Committees of the Association, and the chairpersons of all active Ad Hoc Committees of the Association.
- 4.2 General Powers. The Board of Directors shall have charge of the general direction of the affairs of the Association and shall be empowered to transact the business of the Association.
- 4.3 Quorum. A majority of the directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
- 4.4 Manner of Acting. The act of the majority of Directors present at which a quorum is present shall be the act of the Board of Directors. Any action may be taken without a meeting if written consent, setting forth the action so taken, shall be signed by all the directors, or all the members of the committee, as the case may be, and be filed with the minutes of the proceedings of the Board or the committee. Such consent shall have the same force and effect as a unanimous vote.

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- 4.5 Authority and Responsibility. Under no circumstances, however, shall the fundamental and basic purposes of the Corporation, as expressed in the Articles of Incorporation, be amended or changed and the Board of Directors shall not permit any part of the net earnings or capital to inure to the benefit of any member, Director, officer, or other private persons or individual.
- 4.6 Vacancies. Any vacancies occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors. A director elected to fill such a vacancy shall be elected for the unexpired term of his/her predecessor in office.
- 4.7 Compensation. No Director of the Corporation shall receive, directly or indirectly, any salary, compensation or emolument therefrom as such Director.

**5 ARTICLE V
ADVISORY BOARD**

- 5.1 Number. The Advisory Board of the Association shall consist of no less than three members. The number of seats on the Advisory Board may be increased or decreased by unanimous vote of the Board of Directors.
- 5.2 Election and Term of Office. Members of the Advisory Board (Advising Directors) of the Association shall be elected at business meeting by two-thirds majority vote. Each Advising Director shall serve until they resign or are removed.
- 5.3 Removal. Any officer may be removed from office by unanimous vote of the Board of Directors, excluding said director being voted on, when, in the judgment of the Board, the Association shall be best served by this action.
- 5.4 Vacancies. The Board of Directors may fill a vacancy in any Advisory Board seat by a two-thirds majority vote.

**6 ARTICLE VI
OFFICERS**

- 6.1 Number. The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall be elected by the membership in accordance with Article VI.
- 6.2 Qualifications. No two (2) offices may be held by the same person.
- 6.3 Election and Term of Office. Officers of the Association shall be elected annually at the annual business meeting. Officers shall serve two- (2) year terms with the President and

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Secretary being elected in even-numbered years and the Vice-President and Treasurer being elected in odd-numbered years. Each officer shall hold office until his/her successor has been duly elected.

- 6.4 Removal. Any officer may be removed from office by unanimous vote of the Board of Directors, excluding said officer being voted on, when, in the judgement of the Board, the Association shall be best served by this action.
- 6.5 Vacancies. The Board of Directors may fill a vacancy in any office for the balance of the term seat by a two-thirds majority vote.
- 6.6 President. The President shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors. He/she, along with the Treasurer, shall be authorized to sign checks, drafts, and other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, and statements and reports required to be filed with the state or federal officials or agencies. He/she shall also be authorized to enter into any contract or agreement and to execute in the Corporate name, along with the Secretary, any instrument or other writing. He/she shall see that all order and resolutions of the Board of Directors are carried into effect. He/she shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the corporation shall be under his/her supervision during such interim. He/she will approve any correspondence issued by or for the Corporation. He/she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.
- 6.7 Vice-President. The Vice-President shall perform such other duties as may be assigned to him/her by the President. In the absence of the President or in the event of his/her death or inability to act, the Vice-President shall perform the duties of President. When performing the duties of the President, the Vice-President shall have all the powers and be subject to all the restrictions placed upon the President. If the President is removed from office, the Vice-President shall act as President until the vacancy is filled. The Vice-President shall also be responsible for promoting the Association among the alumni and encouraging membership in the Association.
- 6.8 Secretary. The Secretary shall: (a) keep the minutes of the meetings, either regular or special, in a book provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these By-Laws; (c) be custodian of the Association records; and (d) in general, perform all of the duties incident to the office of Secretary, including the handling of correspondence relating to the Association and such other duties as may be assigned by the President or the membership. Any member may inspect Association records with seventy-two (72) hours' notice to the Secretary.

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- 6.9 Treasurer. The Treasurer shall have charge and custody of, and be responsible for, all funds of the Association. He/she shall receive and give receipts for monies due and payable to the Association from any source whatsoever and, in general, perform all duties incident to the office of Treasurer and such other duties assigned by the President of the Association or by the members. Along with the President, the Treasurer shall be authorized to sign checks, drafts, and other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, and statements and reports required to be filed with the state or federal officials or agencies. The account books of the Association shall be open to inspection by the Board of Directors at all times. Any member may inspect Association records with seventy-two (72) hours' notice to the Treasurer.

**7 ARTICLE VII
ELECTION OF OFFICERS**

- 7.1 Selection. The President shall appoint a special nominating committee subject to the approval by majority vote of the Board of Directors. The Committee shall be composed of three (3) members; one (1) shall be from the current Board of Directors; one (1) shall be from the general membership; and the third shall be the President of the Association.
- 7.2 Duties. The committee shall select a slate of nominees for each individual office. Notice of this slate shall be published by newsletter or other written document to the membership at least twenty (20) days prior to the regular business meeting in the Autumn.
- 7.3 Nominations by the Membership. In addition, any six (6) members, by notice filed with the Secretary at least ten (10) days prior to such meeting called to consider election of officers, may make nominations. If no such further nominations are received by the due date, the slate nominated shall be deemed elected by the membership.
- 7.4 Formal Election. If a formal election is necessary, the members present at the regular business meeting shall vote for the candidates nominated by the above methods. The candidate receiving a simple majority (fifty-one percent [51%]) of the votes cast by the members in attendance shall be declared elected. Members may assign their proxy to another member in writing. Voting by email or other electronic means will also be allowed, at the Board's discretion.
- 7.5 Entitlement to Vote. Only those members whose dues have been currently paid shall be entitled to vote. Each member is entitled to one (1) vote. The Treasurer shall maintain a record of those members whose dues have been currently paid.

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**8 ARTICLE VIII
MEETINGS OF THE BOARD OF DIRECTORS**

- 8.1 Annual Meeting; Notice. The Annual Meeting of the Board of Directors shall be held at the principal office of the Corporation or at such other place as the Board of Directors shall determine on such day and such time as the Board of Directors shall designate. Unless waived as contemplated in Section 8.4, notice of the time and place of such Annual Meeting shall be given by the Secretary either personally or by telephone or by mail or by e-mail (electronic mail) not less than seven (7) and not more than thirty (30) days before such Annual Meeting.
- 8.2 Regular Meetings; Notice. Regular Meetings of the Board of Directors shall be held quarterly between Annual Meetings at such times and at such places as the Board of Directors may prescribe. Notice of the time and place of each such Regular Meetings shall be given by the Secretary either personally or by telephone or by mail or by e-mail (electronic mail) not less than seven (7) and not more than thirty (30) days before such Regular Meeting.
- 8.3 Special Meetings; Notice. Special Meetings of the Board of Directors may be called by or at the request of the President or by any two (2) of the Directors in office at that time. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the Secretary either personally or by telephone or by mail or by e-mail (electronic mail) at least twenty-four (24) hours before such Special Meeting.
- 8.4 Waiver. Attendance by a Director at a Meeting shall constitute waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting the transaction of business because the meeting is not lawfully called.
- 8.5 Telephone and Similar Meetings. Directors may participate in and hold a meeting by means of a conference telephone or similar communications equipment if and only if all persons participating in the meeting can hear each other. Participation in such a meeting shall constitute presence in person at the meeting except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

**9 ARTICLE IX
ORDER OF BUSINESS**

- 9.1 Meetings. The order of regular scheduled meetings of the Association shall be: (1) meeting called to order; (2) minutes of the previous meeting; (3) Treasurer's report; (4) committee reports; (5) old business; (6) new business; and (7) adjournment.
- 9.2 Rules. Roberts' Rules of Order (Revised)© shall prevail.

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**10 ARTICLE X
STANDING COMMITTEES**

- 10.1 Names and Chairpersons. The standing committees of the Association shall consist of the **Communications Committee, Fundraising Committee Events Committee, and Scholarship Committee**. These chairpersons shall be appointed by the President, and shall serve as members of the Board of Directors. Any vacancy in a committee chair shall be filled by the President. No person may be chairperson of more than one committee simultaneously. Committee members will be chosen by the committee chairperson.
- 10.2 Duties and Functions of Committees.
- 10.2.1 The **Communications Committee** shall be responsible for producing and distributing the annual newsletter and maintenance of the Association web site.
- 10.2.2 The **Fundraising Committee** shall be responsible for all fundraising activities within the Association. Such activities shall include, but not be limited to, encouraging membership in the Association, collecting membership dues, selling WHS memorabilia and other merchandise, and soliciting donations.
- 10.2.3 The **Events Committee** shall be responsible for planning, organizing and running all Association-sponsored events including, but not limited to, the annual membership meeting and Homecoming picnic. The committee shall also be responsible for providing assistance, advice and support to class reunion committees in preparation for each class' reunions.
- 10.2.4 The **Scholarship Committee** shall be responsible for establishing, maintaining and administering the Association's academic scholarship program(s). The committee will promote donations and other fundraising efforts for the scholarship fund(s), solicit applications, create and maintain guidelines and policies governing the scholarship programs, and determine award recipients and amounts.

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**11 ARTICLE XI
AD HOC COMMITTEES**

- 11.1 Creation and Dissolution. The Board Of Directors shall, by majority vote, have the power to create or dissolve Ad Hoc Committees to address any need that may arise which does not fit within the scope of any Standing Committee. The chairpersons of these Ad Hoc shall be appointed by the President, and, along with the Elected Officers, Advisory Board and Standing Committee Chairpersons shall serve as members of the Board of Directors. Any vacancy in a committee chair shall be filled by the President. No person may be chairperson of more than one committee simultaneously. Committee members will be chosen by the committee chairperson.

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**12 ARTICLE XII
 DUES**

- 12.1 Dues. Dues of the Association shall be paid each year or in five-year terms by each member. The Board of Directors may elect to waive the membership dues of certain individuals for a period of time in recognition of services rendered.

**13 ARTICLE XIII
 CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

- 13.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority must be in writing and may be general or confined to specific instances.
- 13.2 Checks, Drafts, Notes, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as may from time to time be determined by resolution by the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and counter-signed by the President of the Corporation.
- 13.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.
- 13.4 Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

**14 ARTICLE XIV
 MISCELLANEOUS**

- 14.1 Fiscal Year. The fiscal year shall run from October 1st to September 30th. The Board of Directors is authorized to change the fiscal year from time to time, as it deems appropriate.
- 14.2 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural and conversely the plural shall include the singular. If any portion of these By-Laws shall be invalid or inoperative, then so far as it is reasonable and possible, the remainder of these By-Laws shall be

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considered valid and operative and effect shall be given to the intent manifested by the portion held invalid or inoperative.

- 14.3 Headings. The headings are for organization and convenience. In interpreting these By-Laws, they shall be subordinated in importance to the other written material.
- 14.4 Relation to Articles of Incorporation. These By-Laws are subject to, and governed by, the Articles of Incorporation.
- 14.5 Electronic Notices. Wherever notification by e-mail (electronic mail) is allowed, such notice may also be transmitted by fax (facsimile) or other electronic means.

**15 ARTICLE XV
TAX-EXEMPT STATUS**

- 15.1 The affairs of the Corporation shall at all times be conducted in such a manner as to assure its qualification for exemption from tax pursuant to Section 501(c)(3) of the Internal Revenue Code.

**16 ARTICLE XVI
AMENDMENTS**

- 16.1.1 The By-Laws of the Association may be altered, amended, or repealed and new By-Laws adopted by a vote of a majority of members present at any regular business meeting or at any special meeting called for that purpose.

The above By-Laws were adopted by the Board of Directors effective the 23rd day of October, 2003.

ATTEST:

President

**BY-LAWS OF THE
WHEELER HIGH ALUMNI ASSOCIATION INC.**

**ATTACHMENT A
PURPOSE AND OVERVIEW**

The **Wheeler High Alumni Association Inc.** (“Association”) is a voluntary membership organization composed of former students, faculty and staff of Joseph Wheeler High School (WHS), Marietta GA, who work collectively on projects for the improvement of the school and their entire community. It has solely charitable, educational, and recreational purposes. The Association was informal until early 2001, when it was incorporated.

To address community interest in education and increase a sense of community among WHS alumni, the Association elects Board members, including a President who selects committee chairs for the four (4) standing committees. These committees, made up of alumni volunteers, carry out the main activities of the Association.

1. The **Communications Committee** shall be responsible for producing and distributing the annual newsletter and maintenance of the Association web site.
2. The **Fundraising Committee** shall be responsible for all fundraising activities within the Association. Such activities shall include, but not be limited to, encouraging membership in the Association, collecting membership dues, selling WHS memorabilia and other merchandise, and soliciting donations. The committee shall also be responsible for establishing and maintaining the Association’s scholarship funds.
3. The **Events Committee** shall be responsible for planning, organizing and running all Association-sponsored events including, but not limited to, the annual membership meeting and Homecoming picnic. The committee shall also be responsible for providing assistance, advice and support to class reunion committees in preparation for each class’ reunions.
4. The **Scholarship Committee** shall be responsible for establishing, maintaining and administering the Association’s academic scholarship program(s). The committee will promote donations and other fundraising efforts for the scholarship fund(s), solicit applications, create and maintain guidelines and policies governing the scholarship programs, and determine award recipients and amounts.

As the Association will operate primarily to further the common good and general welfare of the people of the community (by bringing about education, civic betterment and social improvements), the Association will benefit all members of the community and not just the members of the Association. Social events, the web site, and alumni directories will be open and available for the entire alumni community to enjoy. Any activities by the Association in representing the Association before the local legislature and administrative agencies in school and community matters will be devoted to preserving the entire community’s traditions, spirit and well-being.

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**ATTACHMENT B
SCHEDULE OF EVENTS**

Table 1

Event	Date	Called By	Length of Notice Required	Notice Format
Board of Directors Regular Business Meeting	Quarterly	Board of Directors	Not less than 7 days, not more than 30 days	Personally, telephone, mail or e-mail
Board of Directors Special Business Meeting		President or 2 Directors	24 hours	Personally, telephone, mail or e-mail
Membership Regular Business Meeting	Autumn	Board of Directors	Not less than 30 days	Personally, telephone, mail or e-mail
Membership Special Business Meeting		President, Majority of Board of Directors, or 25% of Membership	7 days	Secretary or President
Election of Officers – President & Secretary	Autumn of even-numbered years	Nominating Committee	20 days	Newsletter or written document
Election of Officers – President & Secretary	Autumn of even-numbered years	Any 6 Members	10 days	Secretary
Election of Officers – Vice-President & Treasurer	Autumn of odd-numbered years	Nominating Committee	20 days	Newsletter or written document
Election of Officers – Vice-President & Treasurer	Autumn of odd-numbered years	Any 6 Members	10 days	Secretary
Dues Payment	membership anniversary			Invoice
Inspection of Records		Any Member	72 hours	Secretary or Treasurer

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**ATTACHMENT C
GOVERNING BODIES**

Table 2

Governing Body	Composition	Term of Office	Selection
Board of Directors	Advisory Board, Elected Officers, Standing & Ad Hoc Committees Chairpersons		
Advisory Board	Minimum of three members	Until resignation or removal	2/3 vote of Board of Directors
Elected Officers	President Vice-President Secretary Treasurer	2 years	Nominating Committee or any 6 Members
Standing Committee Chairpersons	Communications Fundraising Events Scholarship	2 years	President
Nominating Committee	President 1 Director 1 General Member	N/A	President