

LINCOLN LYNX ALUMNI ASSOCIATION BY-LAWS

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LINCOLN LYNX ALUMNI ACCOCIATION BY-LAWS

Lincoln Lynx Alumni Association
Lincoln High School, Seattle Washington
Revised November 19, 2016

Revision 1 – Approved April 26, 2014. Made Administrative (typo) corrections, updated A.1.10 Website and Database Committee, added A.1.15 Merchandising Chairperson, and updated A.3 Class Representatives description. **Revision 2 – Approved November 19, 2016. Revised Articles 2.3, 4.1, 5.1, 11.2, 14.2, 14.3 and Addendums A1.2, A1.5, A1.7, A1.9, A3.4.**

DEFINITIONS

The term **Association** or the initials **LLAA** shall refer to the Lincoln Lynx Alumni Association.

The term **Board** shall refer to the LLAA Board of Directors.

The term **Director** shall refer to a member of the LLAA Board of Directors.

The term **Majority Vote** shall refer to more than half the votes of the membership, Board, Executive Committee, etc.

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
Seattle, Washington 98103-1056

P.O. Box 31056 is physically located at the Wallingford Branch of the United States Post Office in Seattle, WA.

1.2. The name may be altered or changed by a 2/3 vote of the membership attending the Annual Business Meeting.

ARTICLE II - PURPOSE OF THE ASSOCIATION / SCHOLARSHIPS

2.1 The Association is a non-profit organized exclusively for charitable, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

2.2 The Association grants scholarships to lineal descendants of Lincoln High School, Seattle, Washington graduates, attendees or staff. The Scholarship Guidelines are described in Addendum 2.

2.3 The Association:

- Promotes and preserves the history of Lincoln High School of Seattle, Washington.
- **Collaborates** with others concerned with school property.
- Promotes activities that strengthen bonds between **Lincoln graduates, attendees, and staff.**

ARTICLE III -MEMBERSHIP AND DUES

3.1 Membership in the Lincoln Lynx Alumni Association shall be open to any person, regardless of age, sex, color, or religion, who has attended Lincoln High School of Seattle, Washington, as a student, or their descendants, 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, serve on the Executive Committee, as well as serve on committees.
- All active members attending the Annual Business 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 Executive Committee, Board, or committees.
- Inactive members may not hold an Association office.

3.4 The fiscal year is from January 1 through December 31. Annual dues are payable **throughout the year and are good until the end of the twelfth month from date of receipt.**

3.5 The Board shall establish the annual dues.

ARTICLE IV - EXECUTIVE COMMITTEE

4.1 The Executive Committee shall consist of elected Officers (namely the President, Vice president and Treasurer), the immediate Past President, Members at Large, and selected other positions (see Addendum 1) as required. A quorum shall consist of **five (5)** members.

4.2 The Executive Committee shall meet the first part of the year, normally in 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 meetings, if possible.

ARTICLE V - BOARD OF DIRECTORS

5.1 The Board shall consist of the Executive Committee, any two of the most recent past Presidents in attendance at meetings, selected other positions (see Addendum 1), one Class Representative from each class, **and all Standing Committee Chairs**. Board members must be active members. Each Class represented **and Standing Committee Chairs** at Board official meetings shall be entitled to one vote. A quorum shall consist of ten (10) members. If any class shall have more than one Representative, then the person entitled to vote will be decided by those same Representatives.

5.2 The Board 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 may remove any officer, chairperson or other LLAA position, by a two-thirds (2/3) paper ballot vote when it is judged to be in the best interests of the Association.

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

ARTICLE VI – OFFICERS

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

6.2 Other positions as described in Addendum 1 shall be appointed annually, as needed, by the President or as described in Addendum 1.

6.3 Conflicts of interest. No member of the Board 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 following election by a majority of those members present at the Annual Business Meeting. The President shall serve for 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 The President shall preside at Executive Committee meetings, Board meetings, and at the annual All-Class Luncheon.

7.2.2 The President shall act as coordinating officer with the elected and appointed officers and with other positions as described in Addendum 1.

7.2.3 The President shall serve as ex-officio on the Finance Committee, and on the Database and Website Committees.

7.2.4 The President shall appoint a Nominating Committee to nominate President, Vice President, and Treasurer candidates to be presented at the Annual Business Meeting.

7.2.5 The President shall prepare a yearly schedule of Executive Committee and Board meetings for approval by the Executive Committee, by the first meeting of the year.

7.2.6 The President shall 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 office of Vice President on January 1 following election by a majority of those members present at the Annual Business Meeting. The Vice President shall serve for two years, starting on January 1, and fulfill all of the duties enumerated in paragraphs 7.3.1 through 7.3.3.

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

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

7.3.3 The Vice President shall serve as ex-officio on the Scholarship Committee with voting rights.

7.4. The **Treasurer** shall assume the office of Treasurer on January 1 following election by a majority of those members present at the Annual Business Meeting. The Treasurer shall serve for two years, starting on January 1, and fulfill all of the duties enumerated in paragraphs 7.4.1 through 7.4.9.

7.4.1 The Treasurer shall serve as member of the Finance Committee.

7.4.2 The Treasurer shall carry out the fiscal policies established by the Finance Committee.

7.4.3 The Treasurer shall maintain the check register, entries and balances, issue all checks, pay bills and keep all receipts and expense forms.

7.4.4 The Treasurer shall keep files of bank and other account statements.

7.4.5 The Treasurer shall prepare quarterly financial reports. The Treasurer shall present current reports at Executive Committee and Board meetings.

7.4.6 The Treasurer shall work with attorneys and/or the IRS regarding Tax Exempt Status.

7.4.7 The Treasurer shall monitor all LLAA actions relating to IRS or State to ensure compliance with all rules or requirement.

7.4.8 The Treasurer shall prepare and file the LLAA Federal Tax Returns.

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7.4.9 The Treasurer shall prepare annually a proposed line-item budget for review and approval by the Finance Committee, and then by the Executive Committee. The Treasurer shall 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.

7.5 The Outgoing 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, as described in Addendum 1, shall be appointed not later than annually, as needed, by the President or as described in Addendum 1 and approved by a majority of the Board.

ARTICLE VIII - DUTIES OF OFFICERS

This article has been removed. Duties formerly described in this Article are now described in Addendum 1.

ARTICLE IX - CLASS REPRESENTATIVES

Details of the duties of 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.

10.2 Elections of the President, Vice President and Treasurer shall be held at the Annual Business Meeting held just prior to the expiration of the current office holder's term.

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 Business 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 By-Laws.

11.2 Minutes of all meetings held by the Board **and** the Executive Committee shall be recorded and submitted to all **members of the Board** 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, By-Laws, or other corporate resolutions shall be sent via regular mail, postage prepaid to the recipient’s last known address unless express consent is given by the member to receive notice via e-mail 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, e-mail, telephone, or by US Mail. All regularly scheduled Executive Committee or Board meetings shall be posted on the LLAA Website by the first of the year and approved by majority vote of the Board. Only official meetings may conduct the business of the Association.

ARTICLE XIII - ANNUAL BUSINESS MEETING

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

13.2 Limited business may also be conducted at the Annual Business Meeting, such as adoption or revision of the Articles of Incorporation or By-Laws.

13.3 The Annual Business Meeting shall be presided over by the current President, or by the Vice President, if the President is unable to preside.

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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 Nominating Chairperson) will collect ballots after voting, and tally same.

The vote tally shall be verified by an independent person (selected by the Nominating Chairperson). The final vote tally shall then be placed in a sealed envelope and 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, calling of the roll, **or secret ballot**. Any votes shall only require a majority vote to pass, except changes to the Articles of Incorporation or to the By-Laws, which shall require a two-thirds (2/3) vote by the membership, in attendance at the Annual Business Meeting.

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 **or secret ballot** 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. 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 All-Class Luncheon. 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.

16.2 Motions may be made and passed via e-mail. If an emergency situation arises, the President will call a special Executive Committee meeting. If it is impractical to physically convene such a meeting, the President (or Vice President if the President is unavailable) may attempt to contact Executive Committee members by e-mail. A minimum of a quorum (see 4.1) of Executive Committee members must be contacted and reply. A majority of those replying may then approve the Emergency measure. The President shall read the text of the measure into the minutes of the next regularly scheduled Executive Committee meeting together with a list of those contacted and having replied. The final vote tally shall also be recorded.

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

ARTICLE XVII - NON-PROFIT PURPOSE

17.1 Notwithstanding any other provisions of these By-Laws, 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 the 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 By-Laws.

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 - BY-LAWS

21.1 The Board is adopting these By-Laws for the purpose of governing the affairs of this Association as may be deemed appropriate. These By-Laws 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 BY-LAWS

22.1 Amendments to the Articles of Incorporation or the By-Laws may be effected by a two-thirds (2/3) vote of the membership in attendance at the Annual Business Meeting. Amendments to the Articles of Incorporation or the By-Laws must be offered up to the Executive Committee at least one (1) Executive Committee meeting prior to any such vote. Exception: amendments or any changes to the Addendums may be approved by a majority vote of the Board at any authorized Board meeting.

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 shall, after paying or making provisions for 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 Positions

Any, all, some or none of the Committees and/or Individual Positions listed herein may be appointed by the President as deemed necessary to fulfill the activities of the Association. Unless otherwise stated, appointments are made annually by the President at the first Board meeting of the year and approved by a majority vote of the Board. Committee descriptions may be altered by the President to suit the needs of the Association. Appointments and Committees and these Addendum details must be approved by a majority vote of the Board.

A.1.1 The Recording Secretary shall:

- Record minutes of meetings of the Board and Executive Committees, and forward those minutes to all Board and Executive Committee members, and to others as directed by the President.
- Present the minutes for amendment and approval at the next meeting of the effected body.
- Upon appointment, the Recording Secretary shall serve as a member of the Executive Committee with full voting rights.

A.1.2 The Financial Secretary shall:

- Access the P.O. Box for dues, contributions, All-Class Luncheon reservations, and any other monies for deposit to the checking account with officially designated bank. Also, collect all returned mail and **pass on to the Database Chair at the next Board meeting.**
- Prepare deposit spreadsheets for incoming funds avowing who the money is from and how it is applies (That is, dues and for what year, scholarship donation or any other items) and send copies to the Treasurer.
- Tabulate All-Class Luncheon reservations (which may also include dues and scholarship donations). Send a copy of the deposit spreadsheet and **Event Registration Report** to the All-Class Luncheon chairperson.
- Send **quarterly** copies of the **Scholarship Advice Report** to the Scholarship Committee so the appropriate member may send out scholarship donation thank-you notes and memorial acknowledgements.
- Upon appointment, the Financial Secretary shall serve as a member of the Executive Committee with full voting rights.

A.1.3 The Editor of the TOTEM II shall:

- Act as Class Rep Liaison Person to receive materials from Class Representatives and other sources and edit it for quality and quantity.
- Feature TOTEM II masthead and artwork.
- Present President's message and apropos news items.
- List officers, Board,(including Class Representatives) and past Presidents at least annually.
- Include membership and dues application blank and form for including news of members.
- Give Scholarship information and updates.
- Interview and negotiate with qualified printer/bulk mailer and make recommendation to the Executive Committee.
- Direct and monitor selected printer/mailer.
- Upon appointment, the Editor of the TOTEM II shall serve as a member of the Executive Committee with full voting rights.

A.1.4 Member(s)-at-Large shall:

- Be appointed as needed by the President to perform needed functions.
- Upon appointment, Member(s)-at-Large shall serve as members of the Executive Committee with full voting rights.

A.1.5 The Archive/History Committee 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.
- Be responsible for all papers, printed matter/memorabilia, albums, Totem II (weekly and/or monthly), annuals, and gifts.
- **Maintain** storage for all of the aforementioned materials to assure adequate repository, either privately or in the Seattle Public School Archive.
- The President shall appoint a Chairperson. Such appointments shall be confirmed by the Board.

A.1.6 The Scholarship Committee shall:

- Receive information from Financial Secretary pertaining to scholarship donations.
- Maintain a current file of all scholarship donations. Send appropriate acknowledgment to each donor.
- Prepare rules for scholarship award submittals.
- Evaluate and rate scholarship award applications.
- Select scholarship candidates and negotiate scholarship awards with the Treasurer.
- Present selection and award results at the Board meeting most closely following the award process.
- The President shall appoint the Chairperson. The Chairperson shall appoint a minimum of four (4) additional members. Such appointments shall be confirmed by the Board.

A.1.7 The All-Class Luncheon Committee shall:

- Take the responsibility of arranging the program, parking, and food for the LLAA All-Class Luncheon.
- Solicit items for the silent auction
- Arrange for people to take or sell tickets.
- Arrange for people to oversee and collect money for auction items.
- Oversee the event and make any/all arrangements necessary for a successful luncheon **as indicated and explained in the All Classes Luncheon Manual.**

A.1.8 The Wallingford Community Outreach Committee shall:

- The President shall appoint the Chairperson. The Chairperson shall appoint additional members as needed. Such appointments shall be confirmed by the Board
- Make arrangements with the Wallingford Neighborhood Association for participation in Community events, such as the Annual Parade and Wurst Festival or other events deemed appropriate by the Board.
- Make arrangements for publicity for the event and the purchase of any event materials.
- One member of the committee will attend Wallingford Neighborhood Association meetings.
- The President shall appoint the Chairperson. Such appointments shall be confirmed by the Board.

A.1.9 The Website and Database Committees shall:

- Oversee the usage and maintenance of the LLAA website and database.
- Be responsible for interface with the database and/or website suppliers including, but not limited to:
 - Troubleshooting any problems incurred in the database.
 - Insuring data is safe from loss.
 - Coordinate the installation of database and/or website changes with the database vendor.
 - Present proposed significant database and/or website modifications together with their estimated costs to the Executive Committee **and Board** for approval.
 - Keep the Website information current and engaging.
 - Keep the Database current and accurate.
- The Database is the property of the Association.
- The Database Committee shall consist of a Chairperson and a backup person with full functional access.
- The Website Committee will consist of a Chairperson and the President with full functional access to all information posted on the website with the exception of Totem II.
- The President shall appoint the Chairpersons and additional members as needed. Such appointments shall be confirmed by the Board.

A.1.10 The Finance Committee shall:

- Establish financial policy.
- Oversee the Annual Financial Review.
- Develop a projected Annual Budget for Executive Committee approval.
- The Committee shall consist of the President, the Treasurer, the Vice President and two or more appointed members.
- The President shall appoint the Chairperson. The Chairperson shall appoint additional members as needed. Such appointments shall be confirmed by the Board.

A.1.11 The Financial Review Committee shall:

- Perform an annual review of the Treasurer's books, records and procedures.
- This review shall be completed and the result reported to the Board during the first 90 days of the ensuing year.
- The Vice President shall be the chairperson of the Financial Review Committee.
- Annually (generally in the fall) the Vice President shall appoint two or more additional members who are not members of the Financial Committee. The appointed members shall be approved by the Board.

A.1.12 The Nominating Committee shall:

- Review and suggest candidates for Elected offices (President, Vice President, Treasurer) expiring at the end of the current year. Candidates must be LLAA members in good standing and who have indicated a willingness to take on the duties of the position.
- Present these candidates to the members at the Annual Business Meeting.
- Conduct an election via paper ballot for the appropriate positions up for election.
- Nominating Committee Tellers will collect ballots after voting, and tally same. The vote tally shall be verified by an Independent Auditor. The final vote tally shall then be placed in a sealed envelope and delivered to the President who will then announce the ballot results.
- The Chairperson shall be appointed by the President.
- The Chairperson shall select two or more LLAA members as committee members. The appointed members shall be approved by the Board.
- The Chairperson shall appoint two or more Nominating Committee Tellers to collect votes. The Chairperson shall also appoint the Independent Auditor to verify the voting results.

A.1.13 The Merchandising Committee shall:

- Provide Lincoln High School memorabilia (such as t-shirts, coffee mugs, etc.) for sale at various alumni events (reunions, All-Class Luncheon, etc.) held during the year.
- Be responsible for the sales, promotion and purchasing of said memorabilia.
- Return all funds received from the purchase of memorabilia to the Financial Secretary for deposit in the LLAA bank account.
- Prior to the end of the current calendar year, present a proposed budget for memorabilia purchases for the next year to the Treasurer for inclusion in his or her annual budget proposal. This budget will include projected initial purchases as well as estimates covering items to be purchased during the remainder of the year.
- Prepare an annual report of operations for the year to be presented at the first Board meeting of the next year. This report shall include:
 - An inventory of merchandise. Each item shall contain:
 - The quantity on hand at the beginning of the year.
 - The quantity on hand at the end of the year.
 - The quantity purchased during the year.
 - The quantity sold during the year.
 - The item purchase price.
 - The item sales price.
 - The total funds budgeted for the year.
 - The total funds actually spent during the year.
 - The total funds received during the year.
- The President will appoint the Merchandising Chairperson who may opt to use volunteer helpers at various events during the year. These helpers shall serve without pay and need not be members of the Alumni Association. Board approval of helpers is not required.

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 graduates and attendees or staff thereby encouraging high school graduating seniors to start their higher education without delay.

ELIGIBILITY: All descendants of Lincoln High School/Seattle alumni or faculty/staff are welcome to apply.

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 a copy of SAT scores obtained prior to applicant's deadline date and must provide a copy of SAT scores to the Committee.

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 website, or requesting an application directly from the Association.

DEADLINE FOR APPLICATIONS: All completed applications and all attachments must be sent in one package and received no later than May 1st. No Exceptions. No e-mail applications will be accepted. Only original copies of all items are to be included in the application packet except the copy of SAT scores.

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SCHOLARSHIP AWARDS: Scholarship applicants 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.

USE OF SCHOLARSHIP MONIES: Scholarship monies are always sent directly by LLAA to the Financial Aid office of the college/school which will set up a student account for the student for the 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 high 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

A.3.1 Selection of Class Representatives.

- Persons may volunteer to be appointed, subject to approval by the Board.
- Persons shall be appointed by the Board, after recommendation of the Class Rep Liaison person.
- 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, and be a current paid up LLAA member.
- Any Class Representative may volunteer to assume the duties of Class Representative for at most one additional class that currently does not have a Class Representative. These volunteers shall be nominated and approved as described in A.3.1. Such additional representation shall terminate should a member of the non-representative class volunteer for the job and be approved as described in A3.1.

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 members attending a class reunion, or at the Annual Business Meeting.

A.3.4 Position Description.

- Submit to the Editor of the 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 “newsworthy” comments included with dues payments to Class Representatives.
- Help maintain the on-line LLAA database for their class. Updates names, addresses, and other classmate data. Class Representatives may, at their option, forward update information to the **Database Chair** for database update.
- Assist in the promotion of LLAA membership to classmates **by using the Email Alumni feature in the database.**

Each Class shall have one vote by their formally appointed Class Representative as a member of the Board (subject to section 5.1). Class Representatives taking on additional duties as described in section A.3.2 shall only be entitled to one vote.