

The Gatehouse Alumni & Friends Association By-Laws

Article I. Mission/ Organization

- A. The official title of the group is : The Gatehouse Alumni & Friends Association
The official address is: 649 East Main St. Lititz, PA 17543
- B. Mission Statement: The primary purpose of the association is to promote continued well-being and functional development in society through a chemically free lifestyle. The association's Activities include regular meetings, periodic group activities for the Alumni, periodic activities for current clients, and support for individuals currently undergoing treatment.
- C. The Association currently accepts contributions and collects annual dues from members in order To achieve the goals of the Association. The Association also accepts contributions from concerned members of the general public; such contributions to be used for the stated purposes Of the Association.
- D. The Board shall be comprised of 5 officers: President, Vice-President, Secretary, Treasurer and Communications Director. The Board shall meet every month, on the Last Thursday of the Month before the general alumni meeting.

Article II. Membership

- A. There will be two types of membership with different requisites and privileges.
 - 1. Alumni Membership - Membership includes voting privileges, newsletter subscription, As well as the ability to serve on the board or committees. Membership requires participation in the Gatehouse treatment program, although completion is not a requirement, and at least 90 days of continuous sobriety. To be eligible to vote members must also be in good standing with their dues.
 - 2. Associate Membership - Membership includes newsletter subscription, and the ability To serve on a committee. There is no sobriety requirement for this level of membership, Nor any Gatehouse participation. Any Alumni with less than 90 days of sobriety can still Participate on an associate level.

Article III. Officers & Duties

- A. Officers shall serve without compensation.
- B. The Five offices and their duties are as follows:
 - 1. **President** - Oversees all officers and directs them in their duties. Appoints members to Committees as needed and serves on said committees when requested. Chairs meetings. Co-signs checks.
 - 2. **Vice-President** - Assumes responsibilities of President in their absence. Serves Remainder of unexpired term of the President should that office be vacated. Keeps Informed of all Alumni functions by maintaining close contact with the President. Chairs Meetings in the President's absence. Co-signs checks.
 - 3. **Secretary** - Records minutes of all Alumni meetings, maintains up to date membership And mailing lists. Distributes incoming mail, and performs other clerical duties as needed.
 - 4. **Treasurer** - Maintains accurate bookkeeping records. Responsible for all financial Transactions and reporting on the finances at all meetings. Co-Signs checks.
 - 5. **Communications Director** - Assists the other officers in the performance of their Duties. Assumes the responsibilities of any vacated office other than the President.

Oversees the creation and distribution of the newsletter and directs all web Communications.

- C. If a Board member relapses or is absent from three consecutive board meetings, they are required To resign their office. When a seat on the board becomes vacant, the remaining board members Will appoint a replacement, subject to a majority vote approval by the Association.

Article IV Committees

- A. For all suggested activities the Alumni Board will appoint a Chairperson, who will select a Committee. The committee will consider the feasibility, proceed with the planning, carry out the Activity, and be responsible for reporting to the Alumni Board all funds received and disbursed.
- B. Standing Committees
 1. **Newsletter Committee** - This committee will assist the Communication Director in preparing And distributing a regular newsletter concerning activities, anniversaries, upcoming service Opportunities, etc.
 2. **Membership Committee** - Maintains a list of all members, signs up new members, collects Dues and turns the money over to the Treasurer, and issues membership cards.
 3. **Resident Relations Committee** - The function and duties of the Resident Relations Committee Shall be to benefit the Residents of the Gate House Programs in a manner to be determined by The committee
 4. **Elections Committee** - Responsible for carrying out the provisions of Article V - Elections. No member nominated for an office may serve on the election committee.

Article V Nominations & Elections

- A. The term of office for all elected officers shall be one year. Officers may run for two consecutive years, after which they must retire from the Board for one year before they are eligible to run for office again.
- B. Members of the Gate House Alumni & Friends Association in good standing and having at least One year of continuous sobriety are eligible to be nominated for office. Nominees must be actively Involved in alumni functions.
- C. Nominations shall be held during the regular alumni meeting each September. All nominations Must be accepted by the person so nominated, either in person or by way of written acceptance.
- D. Elections shall be held during the regular alumni meeting each November at the Turkeython, by Means of a secret ballot. Winners of elections shall be decided by the highest number of votes. In Case of a tie, a second ballot will take place.
- E. Newly elected officers shall attend the December meeting to observe. At the January meeting the Previous officers will attend to advise.
- F. When there is more than one nomination for any office, those nominees shall qualify themselves And express their interest in the position for which they are nominated. Every attempt should be Made to get at least two nominations for each office.

Article VI Membership Fees

- A. Dues - Alumni Membership: \$20 Annually, Associate Membership: \$10 Annually. Each member Will have an individual due date based on the beginning date of their paid membership.
- B. Upon Completion of a Gate House treatment program, graduates will receive a complimentary Six month membership. After the six month membership expires, the member will be required to Pay dues as normal to continue their membership.
- C. Arrears - Any members in arrears of 90 days on annual dues shall be deleted from the mailing list

For future activities but will be permitted to rejoin at any time.

Article VII Amendments

- A. These By-Laws may be amended by a two-thirds vote of the members in good standing who are Present at an official Association meeting.

Article VIII Dissolution

- A. If the Gate House Alumni & Friends Association ceases to exist under this or any other name, any funds in the Treasury after all bills have been paid shall be donated to H.E.A.R. Inc. for the benefit Of the Gate House programs