

THE PACIFIC GROVE HIGH SCHOOL ALUMNI ASSOCIATION, INC.

.A California Non Profit Public Benefit Corporation Tax ID Number 95-6073026

POST OFFICE BOX 51396

Pacific Grove, California 93950-6396

Established June 2, 1899 — Reactivated April 1, 1962 — Incorporated September 25, 1995

Bylaws

Pacific Grove High School Alumni Association, Inc.

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Bylaws
The Pacific Grove High School Alumni Association, Incorporated

ARTICLE I

NAME AND OFFICE

The name of this organization shall be The Pacific Grove High School Alumni¹ Association, Incorporated, hereinafter referred to as PGHSAA. Its business will be conducted by a Board of Directors hereinafter referred to as the Board². The principal office for conducting the business and affairs of the corporation is 743 Marino Pines, Pacific Grove, California 93950. The Board may change the location of the principal office and/or establish a branch or subordinate office(s) at such place(s) and at such times as the Board determines.

ARTICLE II

PURPOSE

SECTION 1.

PGHSAA is a nonprofit, public benefit corporation and is not organized for any private gain or for the benefit of any person(s). It is organized under the nonprofit Public Benefit Corporation Law of California for charitable purposes. The specific and principal purpose of PGHSAA is to initiate, encourage and conduct projects that benefit the Pacific Grove High School hereinafter referred to as PGHS and its students. Social gatherings and events may be held as appropriate to further the goals of, and to raise the funds necessary to carry out the principal purpose of PGHSAA.

SECTION 2.

Contributions are accepted and used to promote the aims and purposes of PGHSAA as described in Article VII, Scholarships-Contributions.

SECTION 3.

No indebtedness can be incurred by PGHSAA in excess of the funds in the treasury. A balance of at least one (1) thousand dollars will remain in the treasury for each incoming Board.

SECTION 4.

If PGHSAA is no longer functioning for the good and promotion of the above-stated purposes; is not conducting the meetings specified in Article VI; and, is not annually renewing its nonprofit tax-exempt status as required by law then PGHSAA is considered disbanded.

SECTION 5.

When PGHSAA is disbanded, all rights and title to its monies and property will be given over to the

¹FORMER STUDENT OF PGUSD WHO ATTENDED ANY OR ALL GRADES, K-12.

²ELECTED OFFICERS AND DIRECTORS.

Board of Education of the Pacific Grove Unified School District hereinafter referred to as PGUSD for the exclusive use and benefit of PGHS. At the time of disbandment any monies designated for scholarships will be distributed in the following manner:

- General scholarship funds can only be used for scholarships awarded at the discretion of PGUSD.
- Categorical scholarship funds will be used as designated.

ARTICLE III

MEMBERSHIP AND DUES

SECTION 1.

The general membership of PGHSAA will consist of former PGUSD students who have paid their membership dues and are willing to abide by these bylaws. Current and former teachers, administrators and school board members are eligible for associate³ membership. The Board may grant honorary⁴ memberships as appropriate to recognize significant service.

SECTION 2.

Any paid member⁵ who attends a PGHSAA activity when a fee is charged may bring a guest(s). The dues are per person or couple. Dues' notices will be sent to the general membership annually. Dues are payable yearly by January 1st and are delinquent after January 31st. Dues are set and reviewed annually by the Board. Dues for honorary and associate members are waived.

SECTION 3.

When dues are paid in order to attend the PGHSAA annual dinner/brunch if scheduled within the 4th quarter of the calendar year the dues will cover membership fees for the next calendar year.

ARTICLE IV

THE BOARD

SECTION 1.

The Board will consist of the elected officers and elected directors. Only those duly elected officers and directors in good⁶ standing may vote at board meetings.

SECTION 2.

Elected officers are the president, vice-president, recording secretary, corresponding secretary and treasurer. Any member can hold more than one office. The president and secretary position cannot be held by the same person. No two (2) family members can hold an elected officer position during the same calendar year. Officer terms are for one calendar year.

³ ALUMNI WHOSE DUES ARE WAIVED, NO VOTING PRIVILEGES.

⁴ ALUMNI WHOSE DUES ARE WAIVED, NO VOTING PRIVILEGES.

⁵ ALUMNI WHOSE DUES ARE CURRENT.

⁶ DUES ARE CURRENT AND ARE WILLING TO ABIDE BY THESE BYLAWS.

SECTION 3.

Directors are elected each year at the annual general membership⁷ meeting to replace the group of directors whose terms have expired. There is a minimum of eighteen (18) directors divided into three (3) staggered groups, with staggered expiration dates. Directors terms are for three (3) consecutive calendar years.

SECTION 4.

Members of the following standing committees are appointed by the president at the first meeting of each calendar year: Auditor; Bylaws; Disbursement; Events; Reservation; Historian; Knockout II Editor; Mail Coordinator; Membership Dues; Membership Files; Nominating; Parliamentarian; Publicity; Scholarship; Senior Class Liaison; Sunshine Fund; Web Site Coordinator. The president can appoint members for other committees not listed.

SECTION 5.

Members who leave the Board and have served a total of six (6) years as an officer, a director or committee chair will be awarded a non-voting directorship emeritus.

ARTICLE V

DUTIES OF OFFICERS, DIRECTORS, APPOINTEES AND CHAIRPERSONS

PRESIDENT

The president who presides at all board meetings is the chief executive officer of PGHSAA and will perform other duties as described in the bylaws; including set and distribute meeting agendas at least 10 days prior to the next scheduled meeting of the Board.

VICE-PRESIDENT

In the absence of the president, the vice-president will preside over board meetings and assume the duties of the president.

RECORDING SECRETARY

The recording secretary will keep accurate minutes of all board meetings, record board meeting attendance and be prepared to read the records of previous board meetings. The minutes will be distributed at least 10 days prior to the next scheduled meeting of the Board. If the recording secretary is absent, the duties will be assumed by the corresponding secretary.

CORRESPONDING SECRETARY

The corresponding secretary is responsible for PGHSAA correspondence. They will send acknowledgments to the families of those memorialized as well as to the donors. This information will be given to the editor of the Knockout II for publication. If the corresponding secretary is absent, the duties will be assumed by the recording secretary.

⁷ FORMER PGUSD STUDENTS WHO HAVE PAID THEIR MEMBERSHIP DUES AND, ARE WILLING TO ABIDE BY THESE BYLAWS.

TREASURER

The treasurer will maintain an accurate and current account of all income and expenses of PGHSAA, submit a financial status report and pay outstanding bills as approved and directed by the board at each board meeting.

Duties include:

- File State and Federal tax returns.
- File annual Registration Fee Report to the Attorney General of California.
- File annual Statement of Information to the State of California Secretary of State.
- Renew annual liability insurance(s).

The signatures of president, vice-president, recording secretary and treasurer will be on file at the bank(s) where PGHSAA funds are deposited. Two signatures are required on all checks drawn on PGHSAA accounts.

DIRECTORS

The directors will represent the general membership in all business of PGHSAA.

AUDIT COMMITTEE CHAIR

The audit committee chair will work with a committee to make an audit of receipts and disbursements of PGHSAA funds. The audit will be conducted after the financial close of each calendar year. The audit chair will make a written report that is filed with the recording secretary, by the 2nd board meeting of the new calendar year.

BYLAWS COMMITTEE CHAIR

The bylaws committee chair will work with a committee to review the bylaws according to **ARTICLE IX, Amendments, SECTION 1.**

DISBURSEMENT COMMITTEE CHAIR

The disbursement committee chair will verify that all requests for funds are accurate and contain the necessary information. This verification will be performed before the requests are presented to the Board for funding consideration.

EVENTS COMMITTEE CHAIR

The events committee chair appoints sub committees for the annual reunion dinner/dance and annual reunion brunch. They will schedule and secure a meeting place for the annual general membership meeting and the six (6) yearly board meetings, and any other events planned and executed by the Board. The annual reunion dinner and brunch should be scheduled for the first weekend in October. After the completion of each of these events, the events chair will make a final report to the Board and submit a written report of all income and expenses including any other relevant information for the recording secretary.

EVENTS RESERVATION CHAIR

The events reservation chair coordinates the reservations of members and guests⁸ attending scheduled

⁸ A PERSON WHO IS NOT AN ALUMNI.

events. After the completion of each of these events, the reservation chair will make a final report to the Board and submit a written report of all income and expenses including any other relevant information for the recording secretary. Any monies received will be submitted to the treasurer.

HISTORIAN

The historian keeps a scrap book of newspaper articles, pictures and other materials that serve to record the events and activities carried on by PGHSAA. The historian will serve as PGHSAA custodian of memorabilia, photographs and other objects with historical significance relative to PGHSAA and these articles will be available when requested by the Board.

KNOCKOUT II EDITOR

The Knockout II editor edits and publishes the PGHSAA newsletter, known as KNOCKOUT II, which will be sent to members of PGHSAA two or more times per year.

MAIL COORDINATOR

The mail coordinator collects the mail at the Post Office and delivers the mail to the proper person(s) for dissemination, directs or responds to email as suited.

MEMBERSHIP DUES CHAIR

The membership dues chair maintains accurate records of current and former members. Receives all funds in payment of dues and gives these funds to the treasurer. Also, in cooperation with the membership files chair, will maintain the mailing list of current and associate members of PGHSAA.

MEMBERSHIP FILES CHAIR

The membership files chair maintains accurate records of current and former members. When requests for information about alumni is received, the chair will supply that information to alumni only, who wish to arrange for their class reunions. Information will not be provided without receipt of a signed disclaimer acknowledging use restrictions of PGHSAA information.

NOMINATING COMMITTEE CHAIR

SECTION 1.

The nominating committee chair works with a minimum of two (2) members and the membership dues chair to determine those members in good standing⁹ who may be available to actively serve PGHSAA.

SECTION 2.

At the annual general membership meeting, it is the duty of the nominating chair to present a slate of officers and directors, furnish ballots, supervise the voting and certify the ballot count. Following the report of the nominating committee, nominations may be made from the floor by members in good standing.

At the conclusion of the voting, a list of the newly elected officers and directors will be placed on file with the recording secretary, corresponding secretary and publicity chair.

⁹ DUES ARE CURRENT.

PARLIAMENTARIAN

The parliamentarian will have on hand, at all board meetings and at the annual general membership meeting, a copy of the bylaws of this organization and be prepared to read from the bylaws if called on by the president.

PUBLICITY CHAIR

The publicity chair will arrange for publicity pictures, write newspaper articles, press releases and arrange for radio and television publicity in order to promote interest in PGHSAA.

SCHOLARSHIP CHAIR

The scholarship chair will form a committee with a minimum of three (3) members, which include the treasurer and the senior class liaison.

It is the responsibility of the committee to accept and review scholarship applications received from the PGHS guidance office that are submitted by graduating seniors.

The committee will recommend and submit to the Board a list of scholarship applicants for approval.

SENIOR CLASS LIAISON

The PGHSAA senior class liaison will meet with the PGHS graduating seniors each year to inform them of the purpose of PGHSAA and encourage them to become active members.

SUNSHINE FUND CHAIR

The sunshine fund chair maintains private contributions for the purpose of acknowledging individuals who are or are not PGHS alumni or students.

Acknowledgment will be at the discretion of the chair.

WEBSITE COORDINATOR

The website coordinator, in concert with the PGUSD Webmaster, will keep the PGHSAA website current.

ARTICLE VI

MEETINGS

GENERAL MEMBERSHIP MEETING

SECTION 1.

A general membership meeting will be held each September to nominate and elect new officers and directors.

BOARD MEETINGS

SECTION 1.

At least six (6) regular meetings of the association's Board will be held during a calendar year.

SECTION 2.

At least twenty-four (24) hours notice will be given in advance of any meeting called or canceled. A

quorum¹⁰ is required to conduct the business of PGHSAA.

SECTION 3.

Members of the Board must contact the recording secretary to be excused from attending a duly called meeting. Three (3) non excused absences may be cause for removal from the Board.

SECTION 4.

If circumstances require the immediate attention of the Board, the president or at least three (3) Board members, then a non scheduled meeting may be held by contacting Board members by e-mail or telephone and recording the dates and times contacts were made.

A written record of the meeting's proceedings will be filed with the recording secretary and will also be presented to the Board at the next regularly scheduled meeting.

SECTION 5.

The Board will review and consider for action all non allocated requests for expenditures greater than \$500.00.

The Board will review, amend as necessary and approve minutes of the previous meeting as presented by the recording secretary.

The committee chair or their representative must attend any and all meetings when business involving any of their committee responsibilities is on the agenda.

SECTION 6.

At the January meeting the outgoing president will open a joint meeting of both the outgoing and incoming Board. After all business pertaining to the closing year is complete, the new officers will take office. Transition items will be passed from outgoing to incoming Board officers and an annual operating budget will be submitted for approval before the incoming president closes the meeting.

ARTICLE VII

SCHOLARSHIPS AND CONTRIBUTIONS

SECTION 1.

Monies contributed for scholarships for PGHS graduating seniors will be placed in a trust fund and will be exclusively designated for that purpose. It is the purview of the Board only, through the recommendations of the scholarship committee to designate the recipients.

SECTION 2.

Monies contributed for special projects will be designated for that project.

SECTION 3.

All other contributions will be placed in the general fund. Disbursements will be at the discretion of the Board to benefit PGHS, its students and PGHSAA.

¹⁰ ONE HALF OF THE SERVING BOARD PLUS ONE (1).

ARTICLE VIII

NOMINATIONS AND ELECTIONS

SECTION 1.

A quorum of the Board is required to call the general membership meeting to order.

SECTION 2.

Elections will be held at the annual general membership meeting and will be by ballot. Where there is only one (1) person nominated for an office, the rule requiring the election to be by ballot shall be suspended and the election will be by voice approval.

SECTION 3.

Vacated board positions will be filled by presidential appointment. Members appointed will serve the remainder of that term to which they were appointed. If the office of president is vacated, the vice-president will assume the duties of the president for the remainder of the calendar year.

ARTICLE IX

AMENDMENTS

SECTION 1.

These bylaws will be amended at duly called meetings of the Board where at least a quorum of the serving Board is present. Two (2) readings of the proposed changes, each at separate meetings within a calendar year, are required to amend the bylaws. A two-thirds affirmative vote of the quorum voting is required for adoption.

ARTICLE X

Adoption

At a duly called meeting of the Pacific Grove High School Alumni Association, Inc., Board of Directors held on the 26th of June 2008 this revised edition of the bylaws was read the first time as required. Accepted by a two thirds majority of the quorum present on the 10th of July 2008 and adopted unanimously.

CERTIFICATE OF SECRETARY

I certify that I'm the duly elected and acting Secretary of the PACIFIC GROVE HIGH SCHOOL ALUMNI ASSOCIATION, INC., a California nonprofit mutual benefit Corporation, that the above bylaws, consisting of these fourteen [14] pages, are the bylaws of this Corporation as adopted by the Board of Directors on July 10, 2008 and that they have not been amended or modified since that date.

Executed on July 10, 2008 at Pacific Grove, California.

By: /s/ Donna *Murphy*, Recording Secretary

Donna *Murphy*, Recording Secretary

¹¹ The original signed documents are in the PGHSAA record files.

ARTICLES OF INCORPORATION

- I The name of the corporation is PACIFIC GROVE HIGH SCHOOL ALUMNI ASSOCIATION, INCORPORATED
- II A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
B. The specific and principal purpose of the PGHSAA is to initiate, encourage, and conduct projects to benefit the Pacific Grove High School and its students.

III

The name and address in the State of California of this corporation's initial agent is:

Donald T. Gasperson
743 Marino Pines Road
Pacific Grove, CA 93950

- IV A. This corporation is organized and operated exclusively for charitable purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code
B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to its charitable purpose and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private person. If PGHSAA is no longer functioning for the good and promotion of the above-stated purposes; is not conducting the meetings specified in Article VI; and, is not annually renewing its nonprofit tax-exempt status as required by law then PGHSAA is considered disbanded. When PGHSAA is disbanded, all rights and title to its monies and property will be given over to the Board of Education of the Pacific Grove Unified School District for the exclusive use and benefit of Pacific Grove High School.

VI

The name of the existing unincorporated association now being incorporated by filing these articles is Pacific Grove High School Alumni Association.

Executed on September 15, 1995 at Pacific Grove, California.

By: /s/ Donald T. Gasperson

¹²

Donald T. Gasperson, Incorporator

¹² The original signed documents are in the PGHSAA record files.

Historical Notes of the Pacific Grove High School Alumni Association

Our Alumni Association has enjoyed one of the longest, and most active histories in the state of California. What began as a way for a few students to stay connected has grown into a not for profit California corporation, supporting hundreds of members, thousands of dollars, and literally countless PG High students who have benefitted from our constant support. To truly understand how unique this group is you must first understand how it all began.

Pacific Grove High School became a reality in 1895 when the citizens of the City of Pacific Grove formed a school district. They passed a bond issue on June 18, 1896 to build the first high school in the entire Monterey County. Only two years later, in June of 1898, the first graduates, Ava Kent and Helen Wood, were awarded their high school diplomas. Upon graduation the desire to see their Alma Mater enhanced brought about the decision to create an Alumni Association, complete with constitution. One of their first orders of business was to assign the school official colors. Even then we were making our influence known! The ladies chose the red from Stanford University, and the gold from the University of California at Berkeley.

Through the following 29 years the group added members, amended the original constitution, refined committees, and began holding annual reunion dinners for all members. These annual dinners, officially begun in 1901, quickly became a favorite to participating members. Often official business was carried out, including the election of new officers, but the obvious appeal to enjoy fellowship was never lost. Unfortunately, as times changed and members moved on the Alumni Association drifted apart. The original purpose for the association was not as altruistic as the one today, and the goal of truly supporting the current students of the alumni's Alma Mater did not exist. We have no records of official business conducted after 1927.

The curtain remained drawn on this diamond in the rough until 1962, when two civic-minded PG graduates, Frank Lemos '37 and Elmarie Hurlbert Hyler Dyke '15, struck up a conversation outside Dyke's Grove Pharmacy on the corner of Forest and Lighthouse Avenues. The soda fountain inside was a popular hangout for high school students. The sight of these young people hit a chord, and the recognition to reactivate the Alumni Association was born. That diamond in the rough was about to get some much needed polishing!

Through a flurry of meetings which included several PG Alumni (including Gertrude "Gertie" Ernst '22, PGHS Secretary for 35 years) from many active Pagrovia families, a new vision was adopted for the reactivated Pacific Grove High School Alumni Association. Besides remaining faithful to the original intention of fellowship amongst Association members, a new goal of actively pursuing the support of the high school and her current students was created. The revised constitution revealed this in its Purpose statement, still held in force by the current Board of Directors, and members. "...The specific and principal purpose of the PGHSAA is to initiate, encourage, and conduct projects to benefit the Pacific Grove High School and its students... gatherings and events may be held as appropriate to further the goals of the PGHSAA and to raise the funds necessary to carry out the principal purpose of the Association." [Article 11, Section 1]. Suddenly annual reunion gatherings were not just an opportunity to rekindle past friendships and reminisce over shared experiences; but the greater goal of our Alma Mater and her students became a beacon for uniting in an effort

to raise necessary support.

As years passed the effort to monetarily support the High School grew to involve the arduous task of incorporation, and recognition as a lawful not for profit [501©(3)] tax exempt organization. We received the title of Pacific Grove High School Alumni Association, Inc. in 1995, allowing our membership the privilege of tax deductible contributions. Our worthwhile cause remains foremost in our members' minds as evidenced by the many donations received each year. These monetary gifts, often given in memory of a passing PG Alum, create the backbone of our Associations' proud participation in scholarship distributions for use in higher education, and extra-curricular support for use in current high school activities. Also, through these contributions and the incredibly generous endowment by Don Harlan PGHS '42, we are able to sustain several yearly scholarships given in memory of key PG High Alumni who have exemplified our Pagrovia spirit and heritage.

Today, we produce a publication dispersed three to four times yearly, and aptly named after the original High School Newspaper, The Knockout II. In this newsletter note-worthy events, opportunities, and tidbits of membership information are passed along to all active members. The advancement of technology has made it possible for much of our membership to receive our publication via email, saving paper and postage costs. The PDF format is a breeze to view, and provides the member with the added bonus of beautiful color photos. Our membership Roster is another great resource, allowing alumni to stay in-touch and connected.

The all-volunteer Board of Directors serves tirelessly to make sure that each member is cared for personally. From its inception, our Association's unique desire to maintain fellowship with one another has brought people together from all walks of life. Seeking our members' opinions, and garnering their ideas for better ways to communicate, serve, and enjoy this vibrant organization is one of the many tangible efforts put forward by the Board.

We would be honored if you would consider adding your history to ours by joining with us in our goal. Membership provides you with an excellent venue for connectivity to past classmates. But is also provides your Alma Mater with the resources necessary to continue educating, and enriching the lives of the next generation.

By: Trisha *Muench* Randall
PGHS Class of 1992