

# By-Laws

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## Sharon Springs Central School Alumni Association

12/17/24

Approved February 26, 2025

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## **Summary**

This revision to the current version (“The Amended By-Laws of the Alumni Association of the Sharon Springs Central School”) has been generated to better communicate and guide the actions of the Alumni Association and its Board. Since the last version, changes in the availability of volunteers for leadership of the board has necessitated that the various areas covered in the B-Laws be conducted based on what was necessary to keep the SCS Alumni Association functioning as a body. Term limits is one example.

In addition, the format has been given a Table of Contents with section and page numbers for easier reference and change documentation going forward.

Upon approval, this version will supersede the current version (9/23/2015) when approved by the majority vote of the Alumni Association Board.

## **Article 1**

### **Name**

#### **Section 1.1:**

The name of this Organization shall be the “Alumni Association of Sharon Springs Central School” (SSCS Alumni Association).

## **Article 2**

### **Purpose**

#### **Section 2.1:**

The purpose of this association is to reunite the Alumni at an annual banquet.

#### **Section 2.2:**

The association will keep, to the best of its ability, an updated roster of the alumni.

#### **Section 2.3:**

Support Alumni Association of SCS Scholarship Award(s) and other Alumni Association Board approved school/local community projects.

## **Article 3**

### **Membership**

#### **Section 3.1:**

Membership shall consist of all graduates of the Sharon Spring Central School.

#### **Section 3.2:**

Membership shall also consist of all persons who successfully completed the tenth grade at SSCS as of 1971.

#### **Section 3.3:**

Persons who attended, but did not graduate from Sharon Springs Central School may be considered, upon request, to be members with the approval of the Alumni Association Board, with all the privileges of the alumni.

#### **Section 3.4:**

All alumni who have been graduated for a period of 60 years, shall be invited to the banquet as complimentary guests, but are still responsible for paying dues.

#### **Section 3.5:**

All faculty and staff and Board of Education members of the Sharon Springs Central School, both past and present, shall be honorary members of this organization and be entitled to attend the annual banquet with all the privileges of the alumni, with the exception of voting.

## **Article 4**

### **Dues**

#### **Section 4.1:**

The membership dues, to be determined by the Alumni Association Board, are to be paid yearly.

#### **Section 4.2:**

All Honorary members are exempt from paying dues.

## **Article 5**

### **Alumni Association Board of Directors**

#### **Section 5.1:**

The “Alumni Association Board” is made up of elected officers and two trustees.

#### **Section 5.1.A:**

The elected officers are: President, Vice President, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Alumni Database Manager, and two trustees. The trustees must be one Past President and a member at large.

#### **Section 5.1.B:**

A quorum of 5 Alumni Association Board members shall be required for voting. Email voting is allowed on special motions.

#### **Section 5.2:**

#### **Section 5.2.A:**

Meet whenever necessary to conduct the normal business of the Alumni Association, including planning and conducting the annual banquet. Meetings may be called by any member of the board.

The Alumni Association Board shall:

#### **Section 5.2.B:**

Approve by a majority vote any expenditure not normally incurred with the annual banquet.

#### **Section 5.2.C:**

Conduct a yearly audit at the end of each term, of all records kept by the Treasurer.

#### **Section 5.2.D:**

Appoint a person or persons to fill vacancies.

## **Article 6**

### **Officers and Duties**

#### **Section 6.1**

#### **Section 6.1.A:**

The Nominating Committee is responsible for providing the Slate of Officers to be voted on at the Annual Meeting. The officers of the Alumni Association shall be President, Vice-President, Secretary, Treasurer, Assistant Secretary (optional), Assistant Treasurer, Alumni Data Base Manager and two

Trustees consisting of one Past President and one member-at-large. The duties of optional officers can be performed by the primary position in the event these positions are not filled.

#### Section 6.1.B:

All officers shall be alumni of the Sharon Springs Central School.

#### Section 6.1.C:

The term of office shall be from September 1<sup>st</sup> through August 31<sup>st</sup>.

#### Section 6.1.D:

Each year's respective officers will be responsible for setting the date and place of the annual banquet and to conduct and carry out the program and financial affairs for the annual banquet which would be normal and consistent for said banquet.

#### Section 6.1.E:

If no one is nominated at the Annual Meeting the Alumni Association Board must call an emergency meeting prior to 8/31, and has the power to nominate and vote on a slate of officers.

### Section 6.2: **President**

#### Section 6.2.A:

The office of the President shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the President may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.

#### Section 6.2.B:

The duties of this office shall include:

1. Preside at the annual banquet and any special meetings required.
2. Appoint committees as the need may arise.
3. Promote banquet attendance: send letters to the representatives of anniversary classes to promote attendance and speakers, and to promote attendance of the SSCS Senior class.
4. Shall insure that a time line is maintained for banquet preparation.

### Section 6.3: **Vice President**

#### Section 6.3.A:

The office of Vice President shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the Vice President may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.



### Section 6.3.B:

The duties of this office shall include:

1. Become President after the current President's term expires.
2. Assisting the President, and in the absence of the President, shall perform the duties of that office.
3. Organizing the review of applications for school/local community project donations. The review and selection of the SSCS Alumni Scholarship award winner(s) is done by the appropriate SSCS faculty members.

### Section 6.4: **Secretary**

#### Section 6.4.A:

The office of Secretary shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the Secretary may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.

#### Section 6.4.B:

The duties of this office shall include:

1. Record the minutes of all Alumni meetings including the annual meeting.
2. Responsible for all outgoing and incoming correspondence of the Alumni Association as the need arises, including but not limited to:
  - a. Facilitate the sending of invitations to the annual banquet.
  - b. Any and all correspondence of the President of the Alumni Association as the need arises, and at the request of the President.
3. Supply to the database manager the address corrections and names of deceased members as they become known.
4. Shall insure that the Alumni website is kept up to date by providing information to the webmaster.
5. Make criteria for choosing the Alumni Scholarship Award winner(s) available to SSCS.
6. Train Assistant Secretary.

## **Section 6.5 Treasurer**

### **Section 6.5.A:**

The office of Treasurer shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the Treasurer may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.

### **Section 6.5.B:**

The duties of this office shall include:

1. The accurate recording of receipts and expenditures of the Alumni Association.
2. The payment of all necessary expenses of the annual banquet, and any additional expenditures approved by the Alumni Association Board.
3. Be at all times prepared to report to officers and/or to the Alumni Association Board, as the need arises. This shall include a written Treasurer's report at all meeting and a verbal report at the Alumni Banquet.
4. Regularly check the mail.
5. Submit IRS Form 990-N yearly.
6. Prepare a spreadsheet of reservations for the Annual Banquet and name tags.
7. Train assistant Treasurer.

### **Section 6.5.C:**

All checks shall require two signatures, The President, Vice President, Treasurer, and Assistant Treasurer will be authorized check signers. The Alumni Association Board may authorize a past president to sign checks.

## **Section 6.6 Assistant Secretary**

### **Section 6.6.A:**

The office of the Assistant Secretary shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the Assistant Secretary may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.

### **Section 6.6.B:**

1. The duties of this office shall include Assisting the Secretary in any duties of that office as deemed necessary by the Secretary. In the absence of the Secretary, the Assistant Secretary should be prepared to assume the duties of that office.

## **Section 6.7 Assistant Treasurer**

### **Section 6.7.A:**

The office of the Assistant Treasurer shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the Assistant Treasurer may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.

#### Section 6.7.B:

1. The duties of this office shall include Assisting the Treasurer in any duties of that office as deemed necessary by the Treasurer. The Assistant should be prepared to assume the duties of that office. In the absence of the Treasurer, the Assistant Treasurer should be prepared to assume the duties of that office.

### **Section 6.8 Alumni Data Base Manager**

#### Section 6.8.A:

The office of the Alumni Data Base Manager shall consist of a one-year term with the option of being re-elected up to three consecutive terms. Upon his or her choosing, the Alumni Data Base Manager may continue past the term limit until an identified nominee accepts the nomination and is elected during the Annual Meeting.

#### Section 6.8.B:

The duties of this shall include:

1. Maintaining the data base by updating the mailing list of the Alumni Association as address changes and notices of deceased alumni are received.
2. Provide the list of Alumni with addresses for the anniversary years.
3. Print mailing labels for the alumni banquet invitations
4. Print name tags for the annual Alumni Banquet attendees.
5. Supply suitable copies of the information extracted from the data base as needed.

## **Article 7**

### **Records**

#### **Section 7.1:**

Any and all records pertaining to the Alumni Association of the Sharon Springs Central School shall be kept within the Sharon Springs School District, with a back up copy stored in Alumni storage space in SSCS.

## **Article 8**

### **Dissolution Statement**

#### **Section 8.1:**

In the event of dissolution of the Alumni Association of SSCS, any funds remaining in the Alumni Association's possession after final expenses are paid will be turned over to SSCS to continue the SSCS Alumni Scholarship Award(s).

## Article 9

### Revisions of Documents

#### Section 9.1

1. These By-Laws may be revised and approved by majority vote of the Alumni Association Board.
2. A copy of the By-Laws shall be posted on the website.
3. A hardcopy of the By-Laws shall be kept in the document storage of the Alumni Association.

Approved February 26, 2025 by Executive Board

President:	John Acello '68
Vice President:	Harrie K. Washburn, Jr '73
Secretary:	Joyce Slater '71
Assistant Secretary:	Mary Vernik Cary '71
Treasurer:	Jane Ritrovato Becker '71
Database Administrator:	Margaret McFee Acello '68
Members-at-Large:	Pauline Grant Brown '51 Rebecca Cross Zarski '93