

THE AMENDED BY-LAWS  
OF THE  
**ALUMNI ASSOCIATION OF  
SHARON SPRINGS CENTRAL SCHOOL**

**ARTICLE I**

NAME

SECTION 1. The name of this organization shall be the “Alumni Association of Sharon Springs Central School”.

**ARTICLE II**

PURPOSE

SECTION 1. The purpose of this association is to reunite the Alumni at an annual banquet.

SECTION 2. The association will keep to the best of its ability an updated roster of the alumni.

SECTION 3. Support Alumni Association of SSCS Scholarship Award(s) and other Alumni Association Board approved school/local community projects.

**ARTICLE III**

MEMBERSHIP

SECTION 1. Membership shall consist of all graduates of the Sharon Springs Central School.

SECTION 2. Membership shall also consist of all persons who successfully completed the tenth grade at SSCS as of 1971.

SECTION 3. Persons who attended, but did not graduate from Sharon Springs Central School, may be considered upon request, to be members with approval of the Alumni Association Board, with all the privileges of the alumni.

SECTION 4. All alumni who have been graduated for a period of sixty years, shall be invited to the banquet as complimentary guests, but are still responsible for paying dues.

SECTION 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 IV**

### **DUES**

SECTION 1. A. The membership dues, to be determined by the Alumni Association Board, are to be paid yearly.

B. All Honorary members are exempt from paying dues.

## **ARTICLE V**

### **ALUMNI ASSOCIATION BOARD**

SECTION 1. The “Alumni Association Board” is made up of elected officers and two trustees.

A. The Elected officers are: President, Vice President, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer and two Trustees. The Trustees must be one Past President of the Association and a member at large.

B. A quorum of 5 Alumni Association Board members shall be required for voting, E-mail voting is allowed on special motions.

SECTION 2. The Alumni Association Board shall:

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.

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

C. Conduct a yearly audit at the end of each term, of all records kept by the Secretary and/or the Treasurer.

D. Appoint a person or persons to fill vacancies.

## **ARTICLE VI**

### **OFFICERS**

SECTION 1

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

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

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

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.

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 2. President**

A. The office of President shall consist of a one-year term with the option of being re-elected up to three consecutive terms.

B. The duties of this office shall include:

- a. Preside at the annual banquet and any special meetings required.
- b. Appoint committees as the need may arise.
- c. Promote Banquet attendance; send letters to representatives of anniversary classes to promote attendance and speakers, and to promote attendance by the SSCS Senior class.
- d. Shall insure that a time line is maintained for banquet preparation.

## **SECTION 3. Vice President**

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.

B. The duties of this office shall include:

- a. Become President after the current President's term expires.
- b. Assisting the President, and in the absence of the President, shall perform the duties of that office.
- c. Organizing the review of applications for the SSCS Alumni Scholarship awards and other school/local community project donations.

## **SECTION 4. Secretary**

A. The office of Secretary shall consist of a one-year term, with the option of being re-elected to up to three consecutive terms.

B. The duties of this office shall include:

- a. Record the minutes of all Alumni meetings including the annual meeting.
- b. Responsible for all outgoing and incoming correspondence of the Alumni Association. This shall include, but not be limited to:

1. Invitations to the annual banquet.
2. Any and all correspondence of the President of the Alumni Association as the need arises, and at the request of the President.

c. Maintain the mailing list of the Alumni Association.

d. Shall insure that the Alumni website is kept up to date by providing information to the webmaster.

e. Notify SSCS of the Alumni Association of SSCS Scholarship Award(s)

f. Train Assistant Secretary.

**SECTION 5. Treasurer**

A. The office of Treasurer shall consist of a one-year term, with the option of being re-elected to up to three consecutive terms.

B. The duties of this office shall include:

a. The accurate recording of receipts and expenditures of the Alumni Association.

b. The payment of all necessary expenses of the annual banquet, and any additional expenditures approved by the Alumni Association Board.

c. Responses to the invitations for the banquet.

d. 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 Treasurers report at all meetings and a verbal report at the Alumni Banquet.

e. Regularly check the mail

f. Submit IRS Form 990-N yearly.

g. Prepare spreadsheet of reservations for the Annual Banquet and name tags.

h. Train Assistant Treasurer.

C. All checks shall require two signatures, The President, Vice President, Treasurer, and Assistant Treasurer will be authorized check signers.

**SECTION 6. Assistant Secretary**

A. The office of Assistant Secretary shall consist of a one-year term with the option of being re-elected up to three consecutive terms.

B. The duties of this office shall include:

a. To assist the Secretary in any duties of that office as deemed necessary by the Secretary. In the absence of the Secretary, the Assistant should be prepared to assume the duties of that office.

**SECTION 7. Assistant Treasurer**

A. The office of Assistant Treasurer shall consist of a one-year term with the option of being re-elected up to three consecutive terms.

B. The duties of this office shall include:

a. Assist the Treasurer in any duties of that office as deemed necessary by the Treasurer. In the absence of the Treasurer, the Assistant Treasurer should be prepared to assume the duties of that office.

**ARTICLE VII**

**RECORDS**

SECTION 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 VIII**

**DISSOLUTION STATEMENT**

SECTION 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 IX**

**REVISIONS OF AMENDMENTS**

SECTION 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.

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Revisions and or format changes were approved by the members present at the Alumni Association annual meeting on June 7, 2014 and by the Association Board on June 25, 2014. These Bylaws shall take effect on the first day of September 2014. Addition to Article VI Section 1. E. was approved by the Board on September 23, 2015. Articles V and VI were amended at a meeting of the Alumni Association Board on October 25, 2017.