

SUFFERN HIGH SCHOOL ALUMNI ASSOCIATION
BY-LAWS
Adopted October 10, 1954
Updated June 3, 2012 & October 12, 2022

ARTICLE I
NAME

SECTION 1 This organization shall be known as "Suffern High School Alumni Association, Inc."

ARTICLE II
PLACE OF BUSINESS

SECTION 1 The place of business of the Suffern High School Alumni Association shall be within the boundaries of the Town of Ramapo.

ARTICLE III
PURPOSE

SECTION 1 The purpose of this organization shall be to promote educational activities among graduates of Suffern High School through the granting of scholarships and to promote said educational activities, and to work for the good and welfare of Suffern High School. The organization is organized exclusively for educational purposes under section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV
MEMBERS AND MEMBERSHIP MEETINGS

SECTION 1 Any person who has graduated from Suffern High School shall be eligible for membership.

SECTION 2 Any current or former member of the faculty or administrative body of Suffern High School, interested in the welfare of this organization and desirous of becoming active in the organization although never having been enrolled in Suffern High School shall be eligible for associate membership, which entitles them to all the rights, privileges, and responsibilities of the association.

SECTION 3 **Annual Meeting**

The Association shall hold a meeting of its members annually in October for the purpose of holding elections, and for the transaction of such other business as may properly come before the meeting, the calendar year is from October through September.

SECTION 4 **Special Meeting of the Association**

Special meetings of the Association membership may be called at any time by the Board of Directors. The President of the Association upon the receipt of written request of not less than one-third one - third of the members of the Board of Directors or not less than nine (9) of the Association members shall call the meeting.

SECTION 5 **Notices**

Notice of any meeting of the membership of the Association shall be published on social media at least ten (10) days in advance of the convocation of such meeting. Which notice shall include an agenda outlining the matters to be considered at such meeting.

ARTICLE V
BOARD OF DIRECTORS AND COMMITTEES

SECTION 1 **Board of Directors**

The business affairs of the Association shall be managed and controlled by a Board of Directors consisting of fifteen (15) members of the Association, plus three (3) alternate members who would have the privilege of voting at Board meetings only when substituting for regular Board members.

SECTION 2 **Elections**

The members of the Board of Directors shall be elected at annual meetings of the Association membership and shall serve for terms of three (3) years except that, at the first election following the adoption of this section, one-third (1/3) of the members of the Board of Directors shall be elected to serve for one-year, one-third (1/3) for two years, and one-third (1/3) for three years. Thereafter positions shall be filled as terms expire.

SECTION 3

Vacancy

Any vacancy in the Board of Directors may be filled temporarily by appointment by the Board of Directors, until the next ensuing annual meeting of the Association membership, at which time a successor shall be elected to fill the vacancy for the remainder, if any, of the unexpired term.

SECTION 4

Regular Meetings of the Board of Directors

Regular meetings of the Board of Directors shall be held according to a schedule determined by the Board, provided, however, that the first meeting of the members of the Board of Directors elected be held immediately following the meeting at which they are elected.

SECTION 5

Special Meetings

Special meetings of the Board of Directors may be called by the President, or by written request of one-third (1/3) of the members of the Board of Directors.

SECTION 6

Quorum

Eight (8) of the membership of the Board of Directors shall constitute a quorum.

SECTION 7

Executive Committee

Immediately following the annual election, the Board of Directors shall elect from its membership an Executive Committee consisting of eight (8) members, including officers (President, Vice President, Secretary, Treasurer). The Executive Committee shall serve for periods of one-year and until their successors are elected and qualified. The Executive Committee may exercise all the powers of the Board of Directors when the Board of Directors is not in session and shall meet at such times and upon such call as the Executive Committee shall prescribe. All decisions shall be reported back to the Board of Directors. Five (5) members of the Executive Committee shall constitute a quorum.

SECTION 8

New Members

Anyone desirous of becoming a member of the Board of Directors shall present a letter of intent to be sent to the President. It will then be

presented to the Board of Directors at the next regular scheduled meeting. After discussions among the members of the Board of Directors, the President shall invite such applicant to the next scheduled meeting. The President shall notify the applicant of the decision of the Board of Directors.

SECTION 9

Attendance of Regular meetings of the Board of Directors

Any member of the Board of Director who miss three (3) unexcused meetings of the Board of Directors during the calendar year is subject to removal pending the decision of the Executive Committee. Members will be notified by certified mail/return receipt. A member of the Board of Directors receives an excused absence by one of the following: contacting the President, notifying the Board of Directors at the previous meeting of the Board of Directors by contacting an alternate of the Board of Directors to represent them.

ARTICLE VI

OFFICERS AND THEIR DUTIES

SECTION 1

Principal Officers

The principal officers of the Association shall be a President, Vice President, Secretaries and a Treasurer. Each of the principal officers shall be elected annually by the Board of Directors. At the first annual meeting of the Board which must follow a regular meeting of the Association these appointments will take place.

SECTION 2

President

The duties of the President shall be: to preside at all meetings of the Association; to be chairperson of the Board of Directors and to preside at all meetings of the Executive Committee; to appoint committees; and to perform any other duties which may fall under the scope of the chief executive officer.

SECTION 3

Vice President

The duties of the Vice President shall be: to act as the presiding officer and to perform otherwise the duties of the President in the absence of the President. In case of a death or inability of the President to act, the

Vice President shall automatically succeed the President. The Vice President shall have such other powers and perform such duties as the Board of Directors may from time-to-time assign.

SECTION 4 **Recording Secretary**

The duties of the Recording Secretary shall be: to keep all the minutes in good order, and to keep the correspondence of the meeting, whether special or regular; and to be responsible for any meeting notices necessary for publicity except those specifically designated to a publicity committee or to any committee. At the end of their term of office, they shall turn over to their successor in office all books in good order.

SECTION 5 **Membership Secretary**

The duties of the Membership Secretary shall be: to keep a current record of all members and to generate a mailing list of said record in a computer database form accessible to other board members; notify members of regular or special meetings. At the end of their term of office, all books and records shall be turned over to their successor in office.

SECTION 6 **Treasurer**

The duties of the Treasurer shall be: to keep safely all monies received to make payments directed by the Board of Directors, to keep a complete record of all receipts and disbursements of the organization; to make monthly reports of all monies received and disbursed as well as to make an annual report to the Board of Directors. At the end of their term of office, all books and records in good order and all monies in full shall be turned over to their successor in office.

SECTION 6A There shall be three (3) authorized signatures on all bank accounts and any two (2) signatures are required to sign all checks over \$350.00.

ARTICLE VII

DUES

SECTION 1 Dues shall consist of a one-time payment of \$30.00 and shall be deemed a Lifetime Membership. Monies from these dues shall be applied to the Scholarship Fund and/or expenses of the Association.

ARTICLE VIII

ADMINISTRATION OF FUNDS

SECTION 1 **Scholarship Fund**

To administer the “Suffern High School Alumni Association Education Scholarship Fund”, there shall be a committee of three (3) members, appointed by the President of the Association from members of the Board, or alternates. Each member is appointed for one five (5) year term and may be reappointed.

SECTION 2 **Anniversary Scholarship Match Fund**

The Association will award a scholarship on the anniversary date any class celebrating their 25th, 50th or 75th class reunion. The Association will match the graduating reunion (should they submit a letter of interest) scholarship funds at a maximum amount of \$1,000.00.

ARTICLE IX

DISSOLVING THE ASSOCIATION

SECTION 1

In the event the association shall cease to exist for any reason, all the remaining assets and property of the incorporation shall, after payment of necessary expenses of all liabilities thereof, be distributed upon approval of a Justice of the Supreme Court of the State of New York to another organization exempt within the meaning of section 501c3 of the Internal Revenue Code, or correspondence section of any future federal tax code or shall be distributed to the federal government or to a state or local government for a public purpose.

ARTICLE X

AMENDMENTS

SECTION 1

Amendment to these By-Laws may be recommended by a two-thirds (2/3) vote of the Board of Directors and ratified by a majority vote of the members present at the regular or a special meeting of the Association.

ARTICLE XI

ADOPTION OF BY LAWS

SECTION 1

These by-laws shall be adopted by a two-thirds (2/3) vote of the members present at the meeting of the organization.