

# Stevens High School Alumni Association Bylaws

**Stevens High School Alumni Association shall be referred to as the “Association” throughout this document.**

## **Article I Membership**

### Section 1. Classes of Membership

This Association shall consist of three (3) classes of memberships; ACTIVE, ELIGIBLE, and HONORARY.

### Section 2. Active Membership

All present members of the Association who are graduates of Stevens High School and whose names appear on the roll of the Secretary shall be deemed active members.

### Section 3. Eligible Membership

All graduation seniors, immediately upon graduation, are considered members of the Association. Any former student of Stevens High School, who was regularly enrolled and attended a minimum of two (2) years, is eligible for active membership. They may, by written request presented to the existing President make an application for membership; such application is to be acted upon by the President and existing officers as they see fit.

### Section 4. Honorary Membership

Past and present members who have served on the Stevens High School Faculty or staff for fifteen (15) years, and who subscribe to the objectives of this Association, may become members upon nomination by an officer and elected by a majority vote of the officers.

### Section 5. Renunciation of Membership

An active or honorary member may at any time, renounce their membership in the Association on written notice to the Alumni Secretary of their intention to do so.

### Section 6. Privileges of Members

Active and Eligible members have the right to vote at all meetings of the Association and to hold any office in the Association. All members shall be sent notices of annual meetings of the Association. Honorary members may not vote but they may have the privileges of the floor.

## **Article II Officers**

### Section 1. Eligibility

To hold office a member must have taken an active part in the Association's operations for a minimum of two years.

### Section 2. Officers

The officers of the Association shall be a President, First Vice-President, Second Vice President, Secretary, Treasurer and Assistant Secretary. The same individual may serve as either the combination Secretary-Treasurer or Assistant Secretary-Treasurer.

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## Section 3. Elections and Terms

The Officers shall be elected by the overall body at the annual meeting. No member may serve as an Officer for more than three (3) consecutive terms of two (2) years each. An extension of term length may be presented for consideration at the Annual Meeting upon recommendation from the current Executive Board if no other qualified candidate is available to fill the seat. An officer or elected Executive Board member may be removed from office, with or without cause, after reasonable notice and an opportunity to be heard by the vote of a majority of the then-current standing Executive Board.

## Section 4. Powers and Duties

- a. President - the President is the chief executive officer and shall supervise all business and affairs of the Association. The President presides at all meetings of the Association. The President shall serve as Chair of the Executive Board and shall appoint all members of all committees except the Nominating Committee. The President is a member ex-officio of all committees except the Nominating Committee. The immediate past President may serve in an advisory capacity to the Executive Board for a period of one (1) year. The President shall have signatory authority on all Association bank accounts.
- b. First Vice President and/or Second Vice President shall fulfill the duties of the President in the absence or disability of that officer.
- c. Secretary - The Secretary shall keep the minutes of the meetings of the Association and Executive Board, shall send notices of meetings, notify the officers and committee members of their elections and appointments, shall conduct the general correspondence of the Association, placing on file all letters received and keeping a copy of all official letters sent from the Association, shall keep a current record of every member of the Association including full name and address (maiden to marital name changes) and maintain a record of deceased members. They shall be responsible for preparing yearly mailings and a member of all standing committees. The Secretary shall have signatory authority on all Association bank accounts.
- d. Assistant Secretary - The Assistant Secretary shall be responsible to provide assistance to the Secretary in all areas of record keeping, mailings, and updating of records.
- e. Treasurer - The Treasurer shall receive and disperse funds of the Association, and for this purpose, shall have the authority to sign checks upon any account of the Association, keeping full record thereof. Any invoices over \$750.00 shall be approved by the President and approved signer, should the President and Treasurer be the same, before being paid. At each annual meeting, the Treasurer shall present a detailed financial report showing the exact condition of the finances of the Association, the amount of money received, and the amount expended, and for what purpose it was expended. They shall provide an Income and Expense Report at the Association's monthly meetings. The Treasurer shall be bonded with the Association paying the premium.

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## **ARTICLE II Executive Board**

### Section 1. Composition and Term

Composition shall consist of the following, President and Vice President, Secretary, Treasurer, and (5) five additional elected members who shall service as Executive Board and whose tenure of office shall be two (2) years. No member may serve on the Executive Board for more than (3) consecutive terms of two (2) years each. The Executive Board shall be elected by the overall body at the annual meeting. An extension of term length may be presented for consideration at the Annual Meeting upon recommendation from the current Executive Board (or nominating committee?) if no other qualified candidate is available to fill the seat. The seat can be filled by an existing Board member. An officer or elected Executive Board member may be removed from office, with or without cause, after reasonable notice and an opportunity to be heard by the vote of a majority of the then-current standing Executive Board.

### Section 2. Powers and Duties

- a. To fill any and all vacancies occurring in office until the next annual meeting as appointed by the highest remaining officer; and.
- b. To perform such duties as may be assigned to it by the President.

### Section 3. Meetings

The Executive Board shall meet at such times and as often as may be fixed by the Board, but shall meet no less frequently than quarterly. A special meeting may be called by the President, Secretary, or by a majority of the Executive Board Members. Two or more Executive Board members may call a meeting on notice to all members.

### Section 4. Quorum

Seven (7) members from the Officers and Executive Board must be present for voting. For the purposes of a quorum, Executive Board members may attend physically in person, on the telephone, or using a video calling virtual meeting option provided all attending are able to participate in any and all discussion.

## **Article IV Committees**

### Section 1. Nominating Committee

Three (3) Nominating Committee members shall be elected at the Annual Meeting of the Association. The Secretary shall serve on the Nominating Committee as an ex-officio non-voting member. Nominating Committee members shall be elected for staggered terms of three (3) years except as shorter terms may be needed to fill vacancies for unexpired terms. No member shall serve more than three consecutive years. In addition, each year the member of the Nominating Committee who has served on the committee the longest shall be the Committee Chair. The Nominating Committee shall submit to the Executive Board in writing the

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nominations for the impending year at the scheduled May meeting prior to the Annual Meeting of the Association.

## Section 2. Other Committees

The President may appoint special committees subject to ratification by the Executive Board, designating by resolution their purpose, powers, and terms of office.

- A. Portfolio Finance Committee: Shall review investments and make recommendations regarding the investment portfolio; An annual meeting will be held by the first of each May with the Investment Advisor to review investments and make recommendations.
- B. Scholarship Committee: The Scholarship Committee shall review profiles of the graduating seniors submitting applications for financial assistance for further education. The Committee's function shall be to distribute scholarship funds to deserving students in individual amounts of not more than \$5,000.00 per student. The President shall appoint the Scholarship Committee to consist of not more than seven (7) members.

## Section 3. Insurance

- A. The Association shall indemnify officers and committee members against all judgments, fines, settlements and expenses, including reasonable attorney's fees, paid or incurred in connection with any claim, action, suit, or proceeding, civil or criminal, to whom they may be made party or with which they may be threatened by reason of them being or having been an officer or committee member of the Association.
- B. A Conflict of Interest Policy adopted in 1998 in accordance with the requirements of the Director of Charitable Trusts under RSA 7:24 and 7:28 of New Hampshire Statutes shall remain permanently in effect as follows:

Any possible conflict of interest on the part of any member of the Board, officer, or employee of the Association shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, or officer exceeds five hundred dollars (\$500) in a fiscal year, then a two-thirds vote of the disinterested officers and executive board members. The minutes of the meeting shall reflect the disclosure that was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office and shall sign a statement acknowledging, understanding and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy.

## **Article V Meetings**

### Section 1. Annual Meeting

The Annual Meeting of the Association shall be held in Claremont, New Hampshire on "Alumni Day", the time and place determined by the Association. Notice of the date and hour of the meeting shall be sent to all members not less than four (4) weeks prior to the day of the meeting.

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## Section 2. Quorum

Thirty-five (35) active members shall constitute a quorum at the annual meeting.

## Section 3. Parliamentary Procedure

Robert's Rules of Order Revised governs the procedure of all meetings of the Association.

## Section 4. Meeting Attendance

If an Officer or Board Member fails to be present at any regularly called meeting of the Association during a period of four (4) successive months (without reasonable cause and notification to the President), such absence shall create a vacancy in their position. In addition, to the foregoing, if an officer or board member does not attend a minimum of sixty 60 percent of the regularly called meetings of the Association during any 12 month period, they shall be deemed to have resigned. Officers and Executive Board members may attend meetings through virtual or telephone means to satisfy a quorum but must attend at least fifty (50) percent of the regularly scheduled meetings of the Association in person.

## **Article VI Funds and Finance**

### Section 1. Funds

- a. General Fund- This fund shall consist of income from dues and contributions and shall be used for the general purpose of the Association.
- b. Special Funds- the Executive Board, after consultation and with the approval of the Executive Board, may set up a special fund for a designated purpose.

### Section 2. Review

The books of the Association shall be examined and reviewed no less frequently than annually by a Certified Public Accountant hired by the Association.

### Section 3. Signatures

All checks and other obligations of the Association shall be signed by the Treasurer or in their absence the President or Secretary. Drafts more than \$750.00 shall be approved by the President before being paid.

## **Article VIII Amendments**

These BY-LAWS may be amended or altered by a majority vote of the active members present and voting at any Annual Meeting, provided the proposed amendment or alteration has been recommended by the Executive Board and provided notice of proposed amendment or alteration has been mailed to every member with the call of the meeting.

Adopted: May 1955

Amended: June 9, 2012

Revised: June 10, 2023