

Constitution of Alumni Association of the Rensselaer NY School District

Preamble:

In 1998, upon the anniversary of their 50th class reunion, the Van Rensselaer School Class of 1948 decided to take the donations received from that reunion and purpose those monies toward a charitable gift to a graduating senior. In 2011, the Class of 1948 began meeting to elicit new, younger members to ensure the future continuation of its award program through establishment of a broader, more organized Alumni Association.

Article I: IDENTIFYING INFORMATION

Section I: Name

The name of this association is Alumni Association of the Rensselaer NY School District, hereinafter referred to as ASSOCIATION. The ASSOCIATION has also been known by the following names: The Alumni Association of Rensselaer NY School District, Alumni Association of Rensselaer NY School District, Alumni Association of Rensselaer NY School Dist, Rensselaer Alumni Association. These also known as names should not be used in the future.

Section II: Location

The ASSOCIATION shall maintain its official location for purposes of the United States Postal Service as the same address as the Superintendent's Office of the Rensselaer City School District. Hereinafter, Rensselaer City School District will be referred to as RCSD.

Article II: PURPOSE

The ASSOCIATION is organized for charitable purposes to provide assistance to the current RCSD, and its affiliates, to enhance the education of all RCSD students through special programs, monetary awards to graduating seniors and other endeavors beyond the scope of the RCSD capabilities. The ASSOCIATION will perform fund-raising activities in order to collect money for the above mentioned charitable purposes. The ASSOCIATION is also formed to maintain contact with former students, alumni, faculty, and staff of RCSD to help with fund-raising activities. The ASSOCIATION will safeguard the history of the RCSD by collecting, retaining and preserving historic pictures, yearbooks and other special items. The ASSOCIATION shall establish and maintain the archives at the ASSOCIATION's designated storage location within the RCSD building, and will exhibit historic items in the ASSOCIATION's display cabinets located in the RCSD building.

Constitution of Alumni Association of the Rensselaer NY School District

Article III: MEMBERSHIP

Section I: Qualifications

All former students, graduates, faculty (past and present), staff (past and present), other employees of the RCSD (past and present) and anyone that has donated financially and/or donated their time to the support the ASSOCIATION are eligible to become members of the ASSOCIATION by completing and submitting a Membership Application.

Section II: Types

There shall be two (2) types of members as defined in the ASSOCIATION's Bylaws: active and inactive.

Section III: Duties

Members shall agree with and support the ASSOCIATION's Constitution and Bylaws.

Section IV: Non-Discrimination

The ASSOCIATION and its members shall not discriminate against any individual for reasons of race, national origin, color, religion, gender, age, veteran status, political views, sexual orientation, or ability.

Section V: Term

The term of membership shall commence with meeting the qualifications and completing the Membership Application process. Membership is for life unless the member is disqualified by the ASSOCIATION's executive officers, in accordance with the ASSOCIATION's Bylaws.

Section VI: Disqualification

A member shall be disqualified, in accordance with the ASSOCIATION's Bylaws, if the member causes harm to the ASSOCIATION.

Article IV: ORGANIZATION

Section I: Executive Officers

The following officers shall govern the ASSOCIATION and be the Executive Committee: President, Vice President, Secretary, Treasurer, and Ex-Officio Advisor(s).

Constitution of Alumni Association of the Rensselaer NY School District

Section II: Non-executive Officers

There will be officers that are appointed by the executive officers in accordance with the ASSOCIATION's Bylaws. These non-executive officers will not be part of the Executive Committee and will not have a vote in the governance of the ASSOCIATION.

Section III: Honorary Officers

Honorary officers will be appointed by the executive officers in accordance with the ASSOCIATION's Bylaws. These honorary officers will not be part of the Executive Committee and will not have a vote in the governance of the ASSOCIATION.

Section IV: Executive Officers' Duties

The duties of the executive officers shall be to govern the ASSOCIATION in accordance with the ASSOCIATION's Bylaws.

Section V: Non-Executive and Honorary Officers' Duties

The duties of the non-executive and honorary officers shall be to support the ASSOCIATION and executive officers, in accordance with the ASSOCIATION's Bylaws.

Section VI: Elections

Each individual executive office will be voted on separately. The ballot for each office will contain all interested candidates that were vetted by an appointed Nominating Committee, in accordance with the ASSOCIATION's Bylaws. The candidate having the majority of the active member votes submitted for that office will be elected to that position.

Section VII: Appointments

Appointments to vacant officer positions, non-executive officers, honorary officers and chairs of committees will occur in accordance with the ASSOCIATION's Bylaws.

Section VIII: Terms of Office

The executive and non-executive officers shall serve for a term of one (1) year and not for more than five (5) consecutive terms in one (1) office, in accordance with the ASSOCIATION's Bylaws. Honorary officers will serve for their lifetime, in accordance with the ASSOCIATION's Bylaws.

Constitution of Alumni Association of the Rensselaer NY School District

Section IX: Committees

Committees shall be established as necessary, in accordance with the ASSOCIATION's Bylaws.

Article V: MEETINGS

Section I: General Meetings

General meetings of the ASSOCIATION shall be held regularly, as needed, but not less than quarterly. General meetings shall be open to all members and others as necessary.

Section II: Annual Meeting

There shall be an annual meeting for the purpose of officer elections and accounting of the previous year's business. The annual meeting shall be open to all members and attended by all current officers and those members nominated for an office.

Section III: Format

All meetings will be conducted in accordance with Robert's Rules of Order. Meetings shall have agendas and consist of, at the least, approval of the previous meeting's minutes, a report by each officer (whether present or not), committee reports, old business, and new business.

Section IV: Minutes

Minutes of each general and annual meeting shall be recorded and approved by members, in accordance with the ASSOCIATION's Bylaws.

Section V: Committee Meetings

Committee meetings shall be held as necessary and as determined by the Committee Chairperson, members, or the President.

Section VI: Virtual Meetings

When a decision on a subject is necessary and cannot wait until the next scheduled in-person meeting, or members cannot logistically come together, the President shall request a 'virtual' meeting be held via email, phone, or other virtual means.

Article VI: Quorum

Section 1: Quorum

The quorum necessary for the transaction of business shall be six (6) active members, with at least two (2) being executive officers. The counting of the meeting attendees to determine quorum will be in accordance with the ASSOCIATION's Bylaws.

Constitution of Alumni Association of the Rensselaer NY School District

Article VII: CONSTITUTION AMENDMENTS

Section I: Amending the Constitution

Amendments can only be submitted by active members.

Proposed amendments should contain the following information:

- a. Person(s) submitting the amendment
- b. The Article and Section of the Constitution that the amendment pertains to
- c. Is the amendment a change to an existing Article/Section or an addition of a new Article/Section
- d. The reason for the amendment

Proposed amendments will be reviewed by an appointed Amendment Review Committee to make sure they accurately reflect the ASSOCIATION's direction or provide clarification to the current Constitution.

Proposed amendments deemed by the Amendment Review Committee to accurately reflect the ASSOCIATION's direction or that provide needed clarification will be forwarded to the Executive Committee for approval to present to the ASSOCIATION's active members for a vote.

Proposed amendments approved by the Executive Committee will be presented to the ASSOCIATION's active members for a vote. Active members must receive these proposed amendments at least thirty (30) days prior to the meeting that the vote will be held. The proposed amendments will be sent to active members by email or United States Postal Service, depending on the contact information that is available for the member, along with instructions on providing feedback on the amendments and how to vote on the amendments.

Section II: Adoption and Ratification

The Constitution shall be amended by an affirmative vote of two-thirds ($\frac{2}{3}$) of the majority of the active members.

All approved amendments shall become part of the Constitution immediately.

All submitted amendments will have a document attached to the original submission with the following information:

- a. Date received by the Amendment Review Committee
- b. Any modifications made by the Amendment Review Committee and/or Submitter(s)
- c. Date and outcome of the Amendment Review Committee's review

Constitution of Alumni Association of the Rensselaer NY School District

- d. Date and outcome of the Executive Committee's review, if not rejected by the Amendment Review Committee
- e. Date and outcome of the ASSOCIATION members vote on the amendment, if not rejected by the Amendment Review Committee or Executive Committee

These documents will be stored in the ASSOCIATION's archives. The archives are located in the RCSD Superintendent's office. The documents will be kept in perpetuity.

If an amendment submitted by an active member is rejected by the Amendment Review Committee or the Executive Committee, they will be notified in writing of the rejection and the reason for the rejection.

Article VIII: Dissolution

Section 1: Inactivity & Funds Disbursement

Should the ASSOCIATION become inactive of its purposes for five (5) years or more, it shall be considered dissolved. All remaining assets shall be transferred to the Business Administration Office of the RCSD in order to manage the assets to continue to provide for the following two purposes, as long as funds are available:

- a. The annual Centennial Award
- b. Storing, safekeeping and protecting ASSOCIATION assets and documentation to foster, guide and fund a future successor ASSOCIATION having a purpose and mission statement similar to that of this ASSOCIATION at the time of dissolution.