

BELLOWS FALLS ALUMNI ASSOCIATION
BY-LAWS
Revised 06/2017

1. Name

This organization shall be known as: **Bellows Falls Alumni Association.**

2. Organization

This organization is formed to foster and perpetuate the friendships formed during attendance at the Bellows Falls High School and Bellows Falls Union High School, to aid and encourage extra programs at the local level, to provide scholarship benefits on an annual basis and to sponsor an annual reunion weekend, dances, and parade.

The organization will be responsible for the maintenance of the Alumni address file that is used in our annual Alumni Association Newsletter for dues and Alumni events. The Alumni address file is strictly confidential for Alumni Association programs and never released for public use or financial gain. The Alumni Association shall be authorized to release class list to a class representative for Alumni Association Activities.

3. Membership

Membership is open to any person graduated from Bellows Falls High School or Bellows Falls Union High School, or to any person who has attended Bellows Falls High School or Bellows Falls Union High School and has an Equivalency Certificate. Dues for membership shall be \$15.00 if paid in advance and \$20.00 at the door of a dance, payable prior to the Annual Meeting and shall entitle the member to attend the Annual Alumni dances and Annual Alumni Meeting. Each alumnus shall be entitled to have one (1) dance guest at the established dues rate.

4. Officers

Officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, Local Dues Chairperson and two (2) Members at Large. They shall be elected at the Annual Meeting by a majority vote of the members present. The term of office shall be one (1) year, the year being from Annual Meeting to Annual Meeting. They shall assume office at the conclusion of the Annual Meeting at which they are elected. The Executive Committee shall have the power to appoint persons to fill vacancies of any officers or members-at-large.

President:

Shall preside, or appoint a Moderator to preside, at the Annual Meeting and any special meeting; appoint chairpersons of special committees and represent the Association at Class Day activities, present the Alumni Prize of One Hundred Dollars (\$100.00) at graduation exercises, act as over-all chairperson of Alumni Weekend, secure permission from Town officials for weekend activities, select a Grand Marshal, approve or disapprove all expenditures, co-sign all checks, carry out the expressed wishes of the Association, organize and host the Fifty-Year (50) Class Reunion in cooperation with the Fifty-Year class representatives. The President shall appoint the committee to handle arrangements and entertainment of the Fifty-Year Class. Expenses shall not exceed Thirty dollars (\$30.00) per person for reunion expenses for class members.

The President shall be entitled to be reimbursed for expenses incurred throughout the weekend.

First Vice President:

Shall assist the President in the performance of his/her duties, assume the President's position during his/her absence, shall appoint and act as general chairperson of the Alumni Day Parade Committee, i.e., securing permission from the Town officials for the parade, securing judges, and will be responsible for the cars for the parade, float trophies, marshals, bands, parade collection committee, etc. The 1st Vice President will have the ability to co-sign checks for the Association in the absence of either the President or the Treasurer.

Second Vice President:

Shall assist the President and the First Vice President in the performance of their duties, assume the duties of the President during the absence of both the President and the First Vice President, shall appoint and act as general chairperson of the Alumni Dance Committee, responsible for securing sites, facilities and music for the Annual Dance or dances. (The Alumni Dance Committee shall be composed of at a minimum: the Second Vice President, who shall be responsible for the first dance, and Local Dues Chairperson, who shall be responsible for the second dance.

Secretary:

Shall be the recording Officer of the Association, shall keep the minutes of the meeting, assist the President in preparing for the Annual Meeting and assisting the President, notify members of the time and place of the Annual Meeting and other annual activities. Shall maintain a list of all standing and special committees and in consultation with the President handle public relations for the Association.

Treasurer:

Shall receive funds assigned to the Alumni Association, shall keep an accurate written account of all financial transactions of the Association, shall pay debts on authorization of the President, sign all checks with the President and/or the Secretary, shall prepare a written report for the Annual Meeting, shall be responsible to see that an operational balance be maintained in the checking account, any overages shall be transferred to the Alumni Association savings account. Shall be responsible for maintaining the mailing list and out-of-town dues mailing. The Treasurer shall secure and pay for, from Association funds, a general liability insurance policy in an amount not less than Two Million Dollars (\$2,000,000) for the weekend. The treasurer will carry a \$750.00 per year stipend to be paid within five (5) days following the parade.

Local Dues Chairperson:

Shall be responsible for all dues money and stubs to be turned into the Treasurer the first Monday following the parade, to distribute tickets where feasible and to be responsible for the second dance.

5. Annual Meeting:

The Annual Meeting of the Association shall be held on Sunday immediately following the Annual Alumni Parade, time of the meeting to be as close to 4:00 p.m. as possible, following the Annual Alumni Parade. A quorum for the Annual Meeting shall be 50 members.

6. Executive Committee:

Any seven (7) Past Presidents, together with two (2) Members at Large elected at the Annual Meeting, and the Association Officers, shall constitute the Executive Committee, which shall have the responsibility of setting policy and acting as the total membership between the Annual

Meetings. Seven (7) members of the Executive Committee, at least four (4) of who are Past Presidents, shall constitute a quorum of this committee. The Executive Committee shall hold its Annual Meeting in March at the call of the President.

7. Committees

The following committees shall be in effect:

Parade:

The Parade Committee is responsible for presenting the Alumni Day Parade. The parade shall begin at 1:00 p.m. on Father's Day. Parade expenses shall not exceed a total of Six Thousand, Five Hundred Dollars (\$6,500) for Bands and Participants, One Thousand Dollars (\$1,000) for flowers, banners, trophies and other expenses, and Six Hundred Eighty Five Dollars (\$685) for Float Prizes. The amount of One Hundred Dollars (\$100.00) shall be deposited on June 1 to the graduating class treasury for the general fund to help the class defray the cost of constructing the Alumni Float. The Alumni Float shall not be eligible for a prize. Cash prizes for floats shall be: Grand Prize \$250.00, Second Prize \$175.00, and Third Prize \$125.00; 1ST HonorableMention \$75.00, 2ND Honorable Mention \$60.00, and Grand Marshal (no money). The Alumni Treasurer will, within five (5) days following the parade, mail the checks to the Class Representative in whose name the float is registered.

Dance:

The Dance Committee, headed by the Second Vice President and Local Dues Chairperson, is responsible for the Annual Alumni Dance. The Alumni Weekend dances shall be held on Friday evening prior to Father's Day. Dances will start at 9:00 p.m. Total expense for the dances shall not exceed Three Thousand, Five Hundred Dollars (\$3,500.00). A Five Dollar (\$5.00) cover charge, in addition to a valid dues ticket or name on checklist, is required for admission to one or all dances. No underclassmen shall be admitted.

Scholarship:

The Bellows Falls Alumni Scholarship Committee shall consist of five Past Presidents who shall manage all funds for the scholarship account, shall select the recipient or recipients of the Alumni Scholarships, arrange scholarship payments, and present a written report of scholarship activities and finances at the Annual Meeting. The Chairperson shall be appointed by the Committee, and the Committee shall be responsible for appointing members to fill any vacancy.

Nominating:

The Nominating Committee shall be appointed by the President, and shall determine that those candidates nominated for office shall understand their duties and signify their willingness to carry out those duties during their term of office. The committee shall have that slate of officers on or before the Annual Meeting.

ABC Committee:

Alumni Booster Committee – The committee shall raise funds for the association, revitalize the Alumni Parade, and expand the activities of the Association to make the slogan “The Most Active Alumni Association” a reality. The committee is to be governed by the Executive Committee. The committee shall maintain and dispense its own funds with the approval and acknowledgement of the Executive Committee. A yearly report will be given to the Annual Meeting and the Executive Committee. The Committee shall consist of three or more members of the Association as appointed by the Executive Committee at its annual meeting, or whenever requested. Two members of the committee will be required to co-sign all checks. A signature of

two members(2) with the approval of the Executive Committee is required to close out an ABC Committee Account with all monies, if any, turned over to the general fund. At the request of each class with a registered Float, and in accordance with the ABC procedures,a check for \$300.00 will be conferred to help defray the cost of construction and to encourage participation. All records will be maintained by the ABC Committee and will be available any time for review by the Executive Committee, Treasurer, or Auditors.

Auditing:

The Auditing Committee shall consist of Three (3) members of the Association appointed by the Executive Committee. Financial records of the Association shall be audited annually.

8. Rules:

The rules contained in Robert’s “RULES OF ORDER, REVISED” shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this Association.

9. Order of Business:

The following shall be the order of business at the Annual Meeting:

1. Call meeting to order
2. Introduction of the Graduating Class
3. Introduction of the Fifty-Year Class
4. Moment of silence, invocation and school song
5. Introduction of Grand Marshal
6. Approval of the minutes of the previous meeting
7. Reports of the Officers, Standing Committees
8. Reports of Special Committees
9. Special orders and communications
10. Unfinished business
11. New Business:
 - A. Nominating Committee convenes
 - B. Roll call of Classes for the Attendance Award
 - C. Long Distance Award
 - D. Any other business proper to be brought before this meeting
 - E. Election and introduction of new Officers
 - F. Introduction of First Vice President for Parade Awards
11. Adjournment

10. Amendment:

Amendment to these By-Laws may be made by submitting in writing a copy of the proposed amendment to the Secretary not later than June 1st, said proposed amendment to be published not later than one (1) week prior to the Annual Meeting. Not later than June 1, proposed amendments shall be posted on the Association’s website and in two public places. A vote of two-thirds (2/3) of the members present shall be necessary for adoption of the amendment.

11. Five (5) Year Review:

Require that the By-Laws be revised every five (5) years (2022). A committee composed of the present President, and five (5) members of the Executive Committee, at a minimum, appointed by the President, will be responsible for the By-Laws revision.

Within the five (5) year period, if a situation should arise, the Executive Committee may make a change in the By-Laws, with the condition any and all changes will be brought before Association members for consideration/ratification at the next Annual or any specialmeeting.

12. Awards:

The Association will present a plaque to the Class which was graduated twenty-five (25) years or more, and to the Class which was graduated from one (1) to twenty-four (24) years, to be known as the Attendance Award. This shall be based on the percentage of the Class' living members and attending the Annual Meeting.

The Association will present a plaque to the member who was graduated twenty-five (25) years or more and to the member who graduated from one (1) to twenty-four (24) years to be known as the Long Distance Award. This shall be based on miles traveled for the express purpose of attending the Annual Meeting. Both plaques shall be suitable inscribed to note the event.

It shall be the responsibility of the President to see that the Graduating Class is informed of the method by which the Alumni Queen is elected, together with her Court to make arrangements for crowning the Queen and presenting her and her court with flowers at her coronation.

13. Effective:

These By-Laws shall be in effect immediately upon being accepted by the Association.