

Union Springs Academy Alumni Association Constitution and By Laws

Union Springs Academy Alumni Association

P.O. Box 524

40 Spring Street

Union Springs, NY 13160

In this document, the following will be referred to as follows:

Union Springs Academy Alumni Association- **the Alumni or the Alumni Association**

Union Springs Academy Alumni Officers -**Alumni Officers, Alumni Officers**

Committee

Union Springs Academy- **the Academy**

New York Conference of Seventh day Adventists- **the Conference**

Alumni – members of the Association include any student who attended or any individual who served as staff at Union Springs Academy

The Alumni Association. is separate from the Academy and the Conference. However, the decisions and official activities of the Alumni Officers and all members are subject to the Constitution and Bylaws of the Academy and the Conference.

Mission Statement:

The mission of the Alumni Association is:

- to provide continuous support for Alumni members in their spiritual growth, social interactions, and well-being.
- to serve and support the Academy in its mission of providing quality Christian education.

Purpose:

The purpose of the Alumni Association is:

- to encourage Alumni involvement in the mission of the Alumni Association.
- to support Seventh-day Adventist education for future generations.
- to create and promote Academy spirit by using all methods available to maintain contact among Alumni.
- to support all aspects of the Academy experience.
- to offer financial support to the Academy's academic, spiritual, social and industry programs.
- to maintain contact with Alumni members, faculty, and Conference officials using all possible methods.
- to support the Academy by volunteering through involvement in programs, and mentoring students.
- to organize and conduct the annual Academy Alumni Weekend and other alumni events.
- to maintain the Alumni membership list and database.

Membership List:

The list includes all graduates, all students who attended, former and current staff and those issued honorary diplomas or granted honorary membership.

The Membership Secretary maintains and updates the membership database.

The membership list/database contains the members' names, addresses, and other contact information. The database may also include general information such as birthday, spouse's name, children, employment, career, and higher education.

Honorary members are individuals who have not attended the Academy but have been supporters of the school and its mission. These individuals may be nominated by the Alumni Officers and voted in at the annual Alumni Business Meeting or Town Hall. Honorary members have the same status and privileges as regular members; however, they cannot make up more than 2% of the total Association membership.

The registrar of the Academy will provide a roster of students at the end of each school year to be added to the membership list. Seniors on this list will be listed with identification of how many years they attended. The registrar will identify each senior as either an attendee, graduate, or four-year senior. Alumni who are identified, but not listed in the membership list will be verified with school records and added to the list by the Membership Secretary.

Contact information of alumni will not be sold or shared publicly. Alumni information is provided to Class Representatives only for class communication and as needed for alumni weekend organization and planning.

Alumni Officers Purpose and Structure

Section 1: Responsibilities of the Alumni Officers:

- To act as an advisory body for the President of Alumni Association
- To meet regularly to carry out work and activities, as well as plan programs and determine policy
- To also organize materials to be presented at the Annual Business Meeting
- To oversee, advise, and recommend new policies and guidelines
- To review and approve the Alumni Association actions, goals and budgets
- To recommend changes or revisions to the Constitution and bylaws
- To appoint sub-committees to plan and carry out alumni related events including Alumni Weekend
- The Alumni President will submit a report to the New York Conference Board of Education, including the proposed goals, events, and budget for the upcoming year.
- May appoint other committees as deemed necessary.

Section 2: Alumni Officer Positions:

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|----------------------------|-------------|
| 1. Alumni President | 2-year term |
| 2. Vice President | 2-year term |
| 3. Past President | 2-year term |
| 4. Communications Director | 5-year term |
| 5. Membership Secretary | 5-year term |

6. Administrative Secretary	5-year term
7. Treasurer	5-year term
8. Project Manager	5-year term
9. Member-at-Large #A	5-year term
10. Member-at-Large #B	5-year term
11. Academy Liaison (Development Director)	Continual ex-officio position
12. NY Conf. Education Superintendent	Continual ex-officio position

** Job descriptions for the above officer positions are available on the alumni website.*

Section 3: The Alumni Officers Chairperson:

The President of the Alumni shall serve as the Chairperson of the Alumni Officers. The Vice President shall serve as vice chair. It is the responsibility of the Chairperson to schedule meetings, develop agendas, and communicate with officer committee members.

Section 4: Alumni Officers Meetings and Minutes:

It is recommended that the Officers meet regularly during the year for continuity, addressing issues, and planning. The schedule should include monthly meetings and bi-weekly meetings 45-60 days before Alumni Weekend.

Electronic means (i.e., Zoom video conference) are acceptable forms of meeting and voting. Additional meetings to address urgent matters may be added at the discretion of the Officers Chairperson, with a minimum of 5 days’ notice to all committee members. Agendas and minutes requiring approval shall be provided by email at least 7 days prior to a scheduled meeting, and at least 5 days prior to an urgent meeting. Meeting minutes will be completed in a timely fashion and provided to the Officers for approval at the next meeting. Minutes will be kept by the Alumni Executive Secretary.

Generally, the President conducts meetings unless another chairperson is assigned. In the absence of the President, the Vice President will act as chairperson. If neither is present, a quorum majority may choose a chairperson from the members present.

Section 5: Alumni Officer Member Impeachment

A 2/3 vote of the Alumni Officers is required to impeach an member of the Officers committee, including the President. A Officer Meeting is to be called within 35 days of an impeachment vote and a final decision will be made by a quorum majority vote.

If the Alumni President is impeached, the Vice President will temporarily serve. If the Vice President cannot serve for any reason, the Alumni Officers will choose a temporary President from among the Officers.

Removal from office will be the result and replacement will take place in a similar manner to the regular election process.

Section 6: Accepting a Resignation of an Alumni Officer

An Alumni Officer may resign by submitting a letter of resignation to the Alumni President. The Alumni Officers committee will then vote to accept the resignation and notify the Board of Education. An interim Officer will be appointed by the committee within 30 days to serve out the remainder of the resigning Officer's term. If the President or Vice-President resigns, an interim nominee will be selected and approved by the Alumni Officers Committee. The interim nominee will serve out the rest of the former President/Vice-President's term.

Section 7: Alumni Officers Member Productivity and Accountability

If the Alumni Officers Committee is unable to function (failure to meet the required quorum of 7 which shall include at least the President or Vice President), the responsibility to oversee Alumni responsibilities will fall to the New York Conference Board of Education. If an Alumni Officer member does not respond to a written notification of concern regarding performance of tasks, the Alumni Officer Chairperson, or their designated individual, will address the issue to assure the problem is corrected. If a replacement is required, an individual designated by the committee will be made available for this position. Any replacement nominated must be voted by the Alumni Officer committee.

The President may not hold any other position. Other committee Officers are eligible to hold more than one position, if necessary.

Section 8: Nominations and Elections of Alumni Officers:

Elections of Officers will take place annually as needed. The two- and five-year cycles will require offices to be filled to keep the committee functioning at full capacity. Prospective candidates may be nominated by any Alumni member, including the nominee themselves.

Candidates must be submitted to the Alumni Membership Secretary or President at least 30 days before the election process begins to allow time for a vetting process to take place. Candidates will be asked to submit a general letter of introduction (1-3 pages) providing information about their background and qualifications, and why they wish to run for Alumni office. In addition to being able to carry out duties of the position, the candidates must also display a positive spirit and be able to work well with others and be able to promote and support the mission of the Academy and the Seventh-day Adventist Church.

Once a candidate has been approved by the Alumni Officers, the candidate names are to be sent to the Conference Board of Education for approval no later than 60 days before the election. The Conference Board of Education will be given 30 days from notification to respond to the Alumni Officers Committee to allow the process to move forward in a timely fashion. If the Conference Board of Education cannot provide input within the timeline the Alumni Officers committee shall move forward with the election process.

The purpose of the vetting process is to protect the integrity of the Academy, Alumni Association, and the New York Conference.

Approved candidates will be announced, as early as possible, before the annual Alumni Weekend so the alumni members can review the candidates for the upcoming election. If an

election does not take place due to unusual circumstances which could include anything that would cancel or disrupt an alumni weekend:

- The Alumni Officers may extend their term until the next Alumni weekend.
- The Alumni Officers will call for a special election as soon as circumstances allow. This will be a special election utilizing electronic and mail-in voting. The date for the election will be decided by the Alumni Officers Committee and the vetting process outlined above will be followed.

The names of the candidates running for office and voting instructions will be posted on the Alumni website, Alumni Facebook page, and by email on the date selected by the Alumni Officers, with a 30-day deadline for a vote by the members of the Association. Electronic voting and mail-in voting will be acceptable. Only votes from valid alumni emails and home addresses will be accepted. The votes will be tallied, and the majority vote carries.

Alumni Constitution and Bylaws

Section 9: Constitution Process

The Alumni Officers will act as the Constitution and Bylaws Committee. A simple majority is required to recommend changes to the Constitution and Bylaws. Any changes must be approved by the members of the Alumni Association.

The Alumni Officers will vote on a final version of proposed future amendments. Then the approved document will be shared with the alumni membership at large for viewing for 30 days electronically and in print as needed. 30 days from the release of the proposed amendments, all votes from the membership will be tallied. Only valid alumni email and printed votes will be counted and then the amendment(s) will be ratified.

Section 10: Oversight Notifications

The Association President will submit a report to the New York Conference Board of Education, including the proposed goals, events, and budget for the upcoming year.

Section 11: Submitting Concerns or Suggestions to the Alumni Officers Committee

A. From the Members: Concerns, suggestions, or ideas may be submitted by letter or email to any member of the Officers. This information shall be promptly shared with all Officers and will be included by the President on the agenda for discussion at the next Committee meeting. The Membership Secretary will, at the direction of the President or committee Chairperson, communicate with the member who suggested concern.

B. From any Alumni Officer: Officers will contact the Alumni Officer Chairperson, in writing or email, regarding suggestions, ideas or concerns to be discussed at the next Alumni Officer committee meeting.

Section 12: Annual Business Meeting:

The Annual Business Meeting is held during Alumni Weekend on the Academy Campus. It is at the Annual Business meeting that the election of new Officers takes place. Any active or honorary member who is registered at Alumni Weekend may participate and vote.

A simple majority vote of those in attendance is required to pass an action. No proxy votes will be allowed or counted.

Actions taken at the Business Meeting supersede any actions by the Alumni Officers Committee.

The President or the President's designee will conduct the Business meeting. The Annual Business Meeting will begin and end with prayer.

The Business Meeting will include the President's Report, Treasurer's Report, and a posted or distributed agenda, which will include old and new business. The Treasurer's Report will include the prior year's budget and expenses as well as the proposed budget for the upcoming year.

Section 13: Alumni Weekend

The Alumni Officers, in consultation with the Conference Board of Education, is responsible for planning and coordinating the events of the Alumni Weekend. The Union Springs Academy Alumni Weekend is to be organized to achieve the following:

- Compatibility with the principles and practices of the Academy and Conference.
- Demonstrate involvement and cooperation with the Academy on the school campus when the student body is present and can participate.
- Provide programming including, but not limited to - Friday evening vespers, Sabbath School program, Worship Service, Class Roll Call, Necrology Service, Military Service Members and Veterans Service, Annual Business meeting, and the Alumni Appreciation Meal.
- Be open to all Alumni members.
- Recognize honor classes and anniversaries.
- Update member contact information.
- Display Alumni Association. archives and Historical Collections.
- Acknowledge and welcome the current Academy Senior Class.

Section 14: Newsletter and Website

The official Alumni Association newsletter is the Re-Echoes. A name change requires a two-thirds majority vote by the Alumni Officer Committee.

The Communications Director is the editor of Re-Echoes who works with a layout editor and assistants.

All newsletter and Association communications will be reviewed and edited for approval by the President and Academy Liaison before publication. In the absence of the Liaison, the Principal or their designee will perform the review.

Any disagreement of content between the President, the Academy Liaison, the Principal, or the principal's designee will be resolved by the Alumni Officers.

Section 15: Association Chapter Organizations:

Alumni Association Chapters exist to promote the Alumni Association. in areas with significant membership representation.

Chapters function under the supervision of the Alumni Officers.

Chapter Officers are: Chapter Director, Chapter Secretary, and Chapter Treasurer.

Chapters and chapter Officers must be approved by the Alumni Officer Committee.

In choosing chapter Officers, the Alumni Officers may request a straw vote of the local membership.

Chapter organizations serve the Alumni Association by organizing local meetings, social gatherings, and fundraising events, and may provide suggestions or concerns to the Committee.

Functions and activities are subject to the Officers Committee approval.

Chapter meetings and activities should be regularly reported to the Membership Secretary or the President who must promptly communicate the information to all Officer members.

Section 16: Property, Assets, and Other Related Items

Part A: Archives and Historical Collections

Recognizing the value and wisdom in preserving the school's history and records, the Association shall maintain an Archive of its official records, documents, and other related materials, as well as its Historical Collections. The Historical Collections may include such items as Academy yearbooks, other publications, promotional items, historical artifacts, photographs, audio recordings, movies and videos, autograph albums, and correspondence. The Archives and Historical Collections shall be stored under the proper environmental conditions and in a secure location for their indefinite safe keeping, preferably on the campus of Union Springs Academy or other location approved by the Alumni Officers. The current President, Archivist, Historian, and other designated person may have keys for direct access to both the Archives and Historical Collections. No established item(s) within the Archives or the Historical Collection may be loaned, permanently removed, destroyed or discarded without a 2/3 majority vote of the Alumni Officers.

All property and assets of the Association shall fall under the management and oversight of the Alumni Officers.

Part B: Financial Records and Accounts of the Association

Atlantic Union Conference Education Policy Code 1905:11

“Alumni Association funds are to be channeled through the school treasurer, kept as a separate account, and audited in harmony with denominational policy.”

Monthly report of account balances and activity will be provided from the Academy Treasurer to the Alumni Treasurer and President.

The Alumni Treasurer will maintain detailed account records of the Association's operation and provide financial reports at all regularly scheduled meetings. Any established trust funds and/or accounts which are under the control of the alumni association for operation and dispersal will be managed according to their designated policies or directives. The Academy and Alumni Treasurers will work closely together to facilitate disbursements and ensure that expenses are paid in a properly documented, timely and accurate fashion.

Section 17: Autonomy and Independence

The Alumni Association. must function within the Constitution and Bylaws of the Association as well as the Constitution and By-Laws of the Academy and the Conference. If the need arises for an action outside the scope authorized by the Constitution, the Officers **MUST** seek guidance from the New York Conference Board of Education before taking any such action.

Part A:

If Union Springs Academy ceases to operate, the Alumni Association will continue to operate as an independent organization under its current Constitution and By-Laws until a new Constitution is approved by the majority vote of members of the Alumni Association.

Part B:

If Union Springs Academy has ceased to operate, the Association reserves the right to establish and administer an independent financial non-profit Foundation for the purpose of continued financial support for students in the New York Conference to receive an Adventist secondary education at other established schools. Association funds may also be used for Alumni Association programs, events or operations.

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