

BAYARD HIGH SCHOOL ALUMNI ASSOCIATION

BYLAWS

ARTICLE I. FISCAL YEAR

The fiscal year of this Association shall be from September first to the thirty-first of August.

ARTICLE II. MEETINGS

Section 1. *Annual Meeting.* The Association shall hold the annual meeting on Saturday of the first full week in September or whenever the alumni banquet is held.

Section 2. *Special Meetings.* The Executive Committee shall meet at those times called by the president (phrase omitted), upon request by officers of the Association, or upon written request of an active committee (phrase omitted).

ARTICLE III. OFFICERS

Section 1. *President.* It shall be the duty of the president to preside at all meetings of the Association. The president shall be ex-officio, a member of all committees except the nominating committee and shall submit names of proposed committee assignments to the Executive Committee for approval. The president shall have general direction of the business of the Association.

Section 2. *Vice-President.* In the absence of, or in the case of the inability of the president to act, it shall be the duty of the vice-president to perform all the duties of the president. In the absence of the vice-president and the president from a meeting, the chairman of that meeting shall be elected from the floor.

Section 3. *Secretary.* The secretary shall keep an accurate record of all proceedings of the Association's meetings and shall have custody of all the official papers and records. At the expiration of the secretary's term of office, all books, records and documents, and all other property of the Association shall be turned over to the successor of this office.

Section 4. *Treasurer.* The treasurer shall keep an accurate account of the monies of the Association and shall be responsible for the payment of all bills as approved by the Executive Committee. A financial statement of the monies received and disbursed shall be presented at the annual meeting, and an up-to-date rendering of accounts will be made available at any special meeting of the Executive Committee. Records and accounts shall be turned over to the successor of this office at the end of his/her term.

Section 5. *Past-President.* The president, at the expiration of his/her term in office, shall act in an advisory capacity as past-president.

Section 6. *Alumni Coordinator.* The alumni coordinator may be named by the Executive Committee to keep an accurate listing of Association members and their addresses. This listing will be used to send mailings to the membership as required.

ARTICLE IV. COMMITTEES

Section 1. *Standing Committees.* The duties of the standing committee(s) shall be as directed by the president and Executive Committee.

Section 2. *Nominating Committee.* The nominating committee shall elect its chairman and shall have its report in the hands of the Secretary two (2) weeks prior to the day on which the annual meeting is to be held. Nominations other than those of the committee shall be in order at all times.

ARTICLE V. DUES

The dues of the Association shall be as set by the Executive Committee and sufficient to cover postage and mailing expenses incurred in the various mailings to the membership (phrase omitted).

ARTICLE VI. OBLIGATIONS

The payment of all obligations shall be approved by the Executive Committee, and all checks and vouchers shall be signed by the treasurer and one other member of the Executive Committee.

ARTICLE VII. AMENDMENTS

Section 1. These bylaws may be amended by a majority vote at the annual meeting and will become effective immediately.

Section 2. A particular section of these bylaws may be suspended by unanimous consent of the members present at any annual meeting for a single stated purpose.