

Hugh O’Brian Youth Leadership of New York West

Alumni Association By-laws

Seminar Year: 2015-2016

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Article I: Name and Territorial Limits

Section 1. The name of this organization shall be the Hugh O’Brian Youth Leadership of New York West Alumni Association. The shortened name HOBY NYW Alumni Association may be used. The HOBY NYW Alumni Association will be referred to “the Association” throughout the remainder of this document.

Section 2. The territorial limits within which this Association shall function shall be co-extensive with the territorial limits of HOBY New York West, Inc. unless other territorial limits are petitioned by the Alumni Association Board of Directors and such petition is approved by the HOBY NYW Seminar Co-Chairs, and the HOBY NYS Corporate Board.

Article II: Objects

Section 1. The objects of the Alumni Association shall be:

- To reach past, present, and future ambassadors to instill the HOBY spirit for life through: Social Media, Reunion, CLEW, Service Projects, Fundraising, Leadership Opportunities;
- To accept and promote the objectives of Hugh O’Brian Youth Leadership;
- To strengthen and extend membership to the Alumni Association;
- To increase the fellowship and cooperative efforts of the Alumni Association;
- To coordinate the projects of the Alumni Association;
- To provide the goods and services necessary for the welfare of the Association and individual members efforts.

Article III. Membership

Section 1. Every person attending a Hugh O’Brian Youth Leadership Seminar, or CLEW, shall be a member of the Alumni Association.

Section 2. Any member that has not participated in at least one half of regional and chapter meetings shall not be considered an active member.

Section 3. Any member that has not attended and or participated in at least one Alumni Association service project in the current year of community service or more shall not be considered an active member.

Article V: Officers

Section 1. The Officers of the Alumni Association shall be:

- Executive Officers:**
 Alumni Association Advisor
 President
 Vice President
 Secretary
 Treasurer

- Officers:**
 Communications Chair
 Social Media Chair
 CLEW Chair
 Reunion Chair
 CLEW Director

Section 2. The Officers of the Alumni Association, as defined above, shall be elected yearly, at the first annual meeting of the Alumni Association at a seminar, or at the first meeting of the Alumni Association, following the annual seminar.

Section 3. All Officers shall assume their official duties as outlined in the Bylaws, and in the Officer Position Description, listed as in Appendix A.

Section 4. The duties of the Executive Officers shall be as follows:

- a) The Alumni Advisor shall assist the Alumni Association in fulfillment of the Association goals. This person shall be charged with encouraging members within the Association to increase their active membership, complete worthwhile service projects, and remain up-to-date on the condition of the Associations' efforts. Alumni Advisor is also responsible for overseeing all of the officers and serving as liaison to the NY West Seminar Planning Committee, HOBY National/Director of National Programs, and the NY State Corporate Board.
- b) The President shall have the duty of furthering the objects of Alumni Association and promoting the interests of Alumni committees within this Association. The President shall work closely with all Officers to strengthen and expand the Alumni Association. The President shall be the chief executive of the Association, shall appoint all standing and special Association Committees, and shall preside at all meetings of the Alumni Association. The President shall be responsible for the leadership training of club officers, and for developing all communication with Association Committees for the purpose of bringing administrative aid to them. The President shall develop and work within an established income and expense budget with the Alumni Association Advisor, and shall work closely with the Executive Officers on all matters dealing with the operation of the Association. The President will lead in setting the vision for the upcoming year.
- c) The Vice President will act as the primary coordinator for service projects throughout the year. This person assists the President, as delegated, and may fulfill Presidential duties, as required, in the President's absence. The Vice President serves as tie-breaker in all votes.
- d) The Secretary shall keep all records of the Alumni Association and of all meetings of the Alumni Association. The Secretary shall submit a report to HOBY National and at such other times as the President and the District Board of Directors may require. This person shall submit to the proper officials and committees all communications received from HOBY NYW and HOBY National. The Secretary shall cooperate with the President in forwarding all official reports required by HOBY NYW, and HOBY National.
- e) The Treasurer shall, under the supervision of the Alumni Executive Office, develop a budget with Vice President, and submits budget for approval to the Alumni Advisor and Association President. The Treasurer shall collect all dues, fees, and other Association income. The Treasurer shall disperse these funds in the manner authorized by the Alumni Association Executive Officers, HOBY NYW, and any authorized auditor. The Treasurer shall submit a financial report at the end of the Fiscal Year and at such other times as the President, or the HOBY NYW Board of Directors may require. The Treasurer shall also perform such other duties as may be assigned by the President or the Executive Officers.

Section 6. An Alumni Association Officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the Officers duly elected and serving at the time. Whenever

there appears to be sufficient cause for such action, the President shall give said Officer immediate notice of the scheduling meeting of the Association. Consideration shall be given to the facts and reasons why the office shall be declared vacant. The Officer shall be afforded the opportunity at that meeting to explain or refute the allegations. In the event that the Alumni Association Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the Executive Office shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.

Article VI: Committees of the Association

Section 1. Committees of the Association

The Executive Officers may designate committees of the Corporation. The resolution authorizing any such committee shall set forth its duties, its term and who may be eligible to serve. Such committees shall not be a committee of the Board and shall not exercise any of the powers of the Association or have the authority to bind the Association.

Section 2: The management and control of the affairs of the Association not otherwise provided for in these bylaws shall be vested in the Executive Officers, subject to the direction and approval of HOBY NYW Seminar Chairs.

Section 3: The Alumni Association shall hold a minimum of five (5) meetings annually, one of which is to be held during the HOBY NYW Leadership Seminar.

Section 4: The Secretary shall notify each active member of the Association, in writing, of the time, place, and the date of all meetings of the Association not less than thirty five (5) days prior to each meeting. Notification of a meeting by email is sufficient.

Section 5. A special meeting of the Association may be called by the President, the Vice President, Alumni Advisor, or two-thirds (2/3) of the active members of the Association, and given notice in writing no less than one (1) day prior to the special meeting. Notification of a special meeting by email is sufficient.

Section 6. The Secretary shall be responsible for sending a tentative agenda, as prepared and approved by the President, for these meetings to each active member of the Association, not less than two (2) days prior to each meeting.

Section 7. In the absence of the President from a meeting, the Vice President shall chair the meeting, in the absence of both officers the Alumni Association Advisor shall act as chairperson for that meeting upon recommendation of the President and/or Association Administrator(s).

Section 8. A majority of voting active members of the Association shall constitute a quorum, and the majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 9. Within thirty (30) days after a special or regular meeting of the Association, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken and shall distribute said report to active members of the Association.

Article VII: Vacancies in Office between Reunions

Section 1. In the event of a vacancy in the officer of President, a qualified member of a club in good standing with the Alumni Association, shall be elected by the Board of Officers to serve for the remainder of the unexpired term. Such action shall be communicated by the Secretary in writing to the HOBY NYW Seminar Chairs, and to HOBY NYS Corporate Board.

Section 2. In the event of a vacancy in the office of Secretary, or Treasurer, the President shall, with approval of the Association, appoint a qualified member of the Association, in good standing with the Association, to serve for the remainder of the unexpired term. Such approval from the Association Officers must be made, in writing, within fifteen (15) days of the appointment.

Article VII: Revenue

Section 1. Each active member shall pay an annual donation of ten dollars (\$10.00) to the Association. In no case shall the payment of dues be a condition of alumni active membership, rather a recommended donation to fulfill Alumni Association objects.

Section 2. The Hugh O'Brian Youth Leadership Association of NYW Inc Seminar Chairs shall determine the official depository for the Alumni Association.

Section 3. Revenue may be derived from other sources in such a manner as may be determined by the Officers, with prior approval of the sponsoring HOBY Seminar Chairs. Such approval so granted does not constitute official endorsement of such activities by HOBY National. The Association shall not directly or indirectly engage in any activity which impugn or reflect unfavorably on the good name of HOBY.

Article IX: Parliamentary Authority

Section 1. The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically outlined in these bylaws.

Article X: Amendments

Section 1. The Bylaws of the Hugh O'Brian Youth Leadership Association of New York West Alumni Association may be amended as outlined in the Bylaws.