

**CONSTITUTION & BY-LAWS OF THE
COE-BROWN NORTHWOOD ACADEMY ALUMNI ASSOCIATION**

CONSTITUTION

Article I. Name

The name of this organization shall be the Coe-Brown Northwood Academy Alumni Association.

Article II. Objectives

The purpose of this Association shall be to advance the cause of education and to establish a mutually beneficial relationship between Coe-Brown Northwood Academy and its alumni.

Article III. Membership

Any person interested in the objectives of the Association may become a member upon payment of dues.

Article IV. Officers

Section 4.01 The officers of the Association shall be a president, a vice president, a recording secretary, a corresponding secretary, a scholarship chairman and a treasurer. These, together with three to five delegates from the alumni association at large shall constitute the Executive Board. The Executive Board may appoint an alternate for each of the at-large delegates, and such alternates may attend Executive Board meetings and may vote in the absence of the at-large delegate.

Section 4.02 The Executive Board shall be elected at the annual meeting of the Association. All officers shall be elected annually with the exception of: the President whose term shall be for two years, the Treasurer and Scholarship Chairman whose terms will be for three years.

Section 4.03 Vacancies in office shall be filled by a majority vote of the Executive Board.

Article V. Meetings

Section 5.01 The annual meeting shall be held at such time and place as the Executive Board shall designate.

Section 5.02 Notice of the annual meeting shall be mailed to all members in the annual newsletter and placed in local newspapers.

Article VI. Amendments

Proposed amendments to this Constitution must be presented and voted upon at the same annual meeting. Amendments shall be passed upon the affirmative vote of two-thirds of the membership present at the annual meeting.

BY-LAWS

Article I. Years

The operating and fiscal year of the Association shall begin on August 1st and end on July 31st.

Article II. Membership

Section 2.01 Membership in the Association shall be regular, associate and honorary.

Section 2.02 Regular membership is open to alumni of CBNA and persons who received part of their education at CBNA.

Section 2.03 Associate membership is open to spouses of regular members, teachers, principals and friends of CBNA and the Association.

Section 2.04 Honorary membership may be awarded to any individual who has rendered marked service to the Association.

Section 2.05 All regular members and associate members may vote at annual meetings and hold office in the Association. Dues are payable by both regular and associate members; honorary members are exempt from paying dues. The rate established for annual dues will be \$5.00 for age 59 and younger, and \$3.00 for age 60 and over.

Article III. Duties of Officers

Section 3.01 The President shall preside at meetings and with the Executive Board shall conduct all business of the Association.

Section 3.02 The Vice President shall preside at meetings in the absence of the President.

Section 3.03 The Recording Secretary shall keep minutes of all the meetings of the Association and Executive Board and shall be responsible for all business correspondence of the Association.

Section 3.04 The Corresponding Secretary shall be responsible for the collection of news regarding Association membership and the activities of the Executive Board. The Annual Newsletter shall be the responsibility of the Corresponding Secretary.

Section 3.05 The Treasurer and the Scholarship Chairman together will share responsibilities for all financial transactions, keep an accounting thereof and prepare appropriate documentation for both the State of NH and the Association. The minimum balance for the Alumni scholarship fund will not fall below \$55,000.

Section 3.06 The Delegates-at-Large shall assist the officers in carrying out Association business as assigned by the President.

Section 3.07 The Executive Board shall prepare a written report of their years work for presentation at the annual meeting and for incorporation into the recording secretary's minutes. The Treasurer's audited report shall be on file and available to the Association membership at the annual meeting.

Appendix A

Conflict of Interest Statement as adopted on February 17, 1999

Any possible conflict of interest on the part of any member of the Board, or officer of **Coe-Brown Northwood Academy Alumni Association**, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where a transaction involves a Board member, trustee or officer exceeds five hundred dollars (\$500.00) but is less than five thousand dollars (\$5,000.00) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5,000.00) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understating of and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

Revision History of CBNA Alumni Association Constitution & By Laws

- **June 1976** **First Draft**
- **Unknown date** **Changed Delegates-at-Large term from 3 year to annual re-election**
- **July 1987** **Addition of Scholarship Chairman & Responsibilities**
- **July 1987** **Established rate for Association dues (\$5.00 & \$3.00)**
- **July 1987** **Addition of Delegate representation from 'three' to 'three to five'**
- **June 18, 1994** **Established minimum balance for scholarship fund account (\$55,000)**
- **June 1997** **Addition of Alternate-at-Large Delegates**
- **June 9, 2001** **Treasurer term from one to three years**
- **June 9, 2001** **Scholarship Chairman term from one to three years**
- **June 9, 2001** **Operating and Fiscal year change to August 1 through July 31**
- **June 12, 2001** **Added Appendix A Conflict of Interest Statement, adopted February 17, 1999**