

ASSOCIATION BY-LAWS

Franklin Academy and Prattsburgh Central School Alumni Association Officer Duties and Responsibilities

President:

1. Presides over all meetings.
 - a. Sets up all meetings.
 - b. Notifies all officers either in writing or personal contact as to time, place and date of meetings (one week in advance if possible).
 - c. Majority of officers must be in attendance for voting purposes.
2. Sets up agenda for upcoming meeting.
3. Delegates officers to head special projects.
4. In decision making, may only have official vote in case of tie.
5. Contacts school officials to request their presence at annual banquet.
6. Contacts senior advisors and administration to set up meeting with seniors pertaining to annual banquet attendance and essay requirements.
7. Oversees annual banquet and presides over the annual meeting during business portion of banquet.
8. Welcomes seniors and guests.
9. Introduces head table.
10. Presents special recognition certificates to 50 year alumni, assisted by 1st Vice-President.
11. Greets incoming guests at annual banquet prior to opening ceremonies.
12. Heads the nomination committee for next year's officers. This committee will consist of the outgoing President, the immediate past President and a member selected by the outgoing President.

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1st Vice-President:

1. Presides over meetings in absence of President.
2. In charge of pre-banquet activities to free up President for incidentals.
3. Helps set up tables before banquet, if necessary.
4. Coordinates special needs/programs for a smooth banquet.
 - a. PA system
 - b. Seating for guests and head table
 - c. Special needs— air conditioning, heat, flag, etc
5. Aides President in 50 year recognition.
6. Anniversary celebrations: Seniors, five year intervals, 45 year, 50 year and over, with a special emphasis on pre-1957.
7. Assists President when contacting senior class concerning banquet, essay specifics, collection of essays, and distribution of award at banquet.
8. Works with Historian to update addresses.

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2nd Vice-President:

1. Works with Historian on securing correct alumni addresses.
2. Presides over meetings if President and 1st Vice-President are not available.
3. Assists in setting up facilities for annual banquet.
4. Sells 50/50 raffle tickets.
5. Oversees special promotions or fundraising activities, assisted by treasurer.
6. Presents the distance recognition award.
7. Assists President whenever necessary at banquet.

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Secretary:

1. Takes minutes at all meetings.
2. Makes hard copies of all minutes for each officer, to be distributed at each meeting prior to official call to order by President.
3. Works with Historian to update addresses, aided by Vice-Presidents.
4. Prints out programs for annual banquet (approximately 150 copies).
5. Contacts, in writing, persons to give invocation and benediction.
6. Types up senior, 50 year, and alumni invitation letters. Makes copies of such for mailing. Provides a copy of the invitation to the school for inclusion in the school newsletter.
7. Sends official paperwork securing site, time, and date for annual banquet.
8. Assists Treasurer with registration at annual banquet.
9. Gives annual report at banquet.
10. Assists Treasurer with nametags prior to banquet.

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Treasurer:

1. Pays all bills when due.
2. Purchases special needs for banquet (i.e. flowers).
3. Withdraws funds as needed for annual awards.
4. Secures newspaper ads for banquet.
5. Works as needed with other officers to obtain updated addresses.
6. Assists in banquet preparation.
7. In charge of receipts/reservations for annual banquet.
8. Contacts vendor/caterer two weeks in advance of banquet as to number of quests to expect as per usual contract agreement.
9. Works at registration at banquet.
10. Provides hard copy of treasurer's report for annual banquet.
11. Introduces Pearl Waldo and Karl Putnam award recipients.

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Historian:

1. Secures a list of births, deaths, marriages, service enlistments and graduations from college.
2. Reports on the above at the annual banquet and provides a hard copy for the secretarial records.
3. Requests updates at banquet during annual meeting.
4. Works with alumni officers to update addresses.
5. Provides addressed envelopes to the Secretary for mailing invitations to the annual banquet.
6. Helps class reunions by furnishing addresses upon request.
7. Serves as a non-voting member. The Historian's presence is not required at meetings (other than the annual banquet).

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Miscellaneous:

The annual banquet is to be held in June on the Saturday immediately following graduation. The location of the banquet will be determined by the current slate of officers. The annual banquet will be held for the purpose of electing officers, recognition of anniversary classes and any members of the graduation class that are present, presentation of 50 year certificates, giving of reports (Historian, Treasurer, and Secretary), enjoying dinner and renewing old friendships.

The nominating committee will consist of the outgoing president, the immediate past president, and a third member to be appointed by the outgoing president. The nominating committee will present their candidates for any open positions at the annual banquet. Additional nominations will also be accepted from the floor.

Each year at the annual banquet, it will be necessary to vote for a 2nd Vice-President. The current 2nd VP will move up to 1st VP, the current 1st VP will move up to President. The current President's term will end. That President will go on to serve on the nominating committee.

Only alumni members can vote on the election of officers (guests/spouses who are not alumni cannot vote). Voting will be done with a show of hands and a count will be taken. Each position will be voted on separately. Future alumni business, including financial issues, should be the decision of the executive alumni committee, as a representative body of the PCS and FA Alumni Association.

If a position other than the presidency is vacated, the nominating committee will select a replacement to serve the remainder of the term. A new officer will be voted on at the annual banquet.

The President will serve a one year term. The 1st Vice-President will serve a one year term before moving up to the presidency. The 2nd Vice-President will serve a one year term before moving up to the position of 1st Vice-President, where they will serve a one year term before moving up to the presidency. The Secretary, Treasurer and Historian will each serve a three year term. These officers may serve more than one consecutive term in the same office if it is so voted at the end of their term.