

**NEW YORK STATE RANGER SCHOOL  
ALUMNI ASSOCIATION, INC.  
August 2009**

**CONSTITUTION**

**ARTICLE I. Name and Purpose**

Section 1. The name of this organization shall be the New York State Ranger School Alumni Association, Inc. It was incorporated on November 29, 1960. It was preceded by the New York State Ranger School Alumni Association founded on August 25, 1928.

Section 2. The purpose of this organization shall be as follows:

A. To promote and assist the Ranger School, at Wanakena, NY of the State University of New York College of Environmental Science and Forestry, hereafter referred to as the Ranger School, in the attainment of its educational objectives.

B. To cultivate fellowship and foster cooperation among the alumni for the support of the Ranger School.

C. To recognize and reward student achievement.

**ARTICLE II. Membership**

Section 1. There shall be three grades of membership: Regular, Associate and Honorary.

A. Regular membership shall include all former students who attended the Ranger School for at least one semester of one school year. Other former students who have attended for at least two months may be elected to regular membership by a majority vote of the members present at any annual business meeting, providing their names are presented by a regular member of the Alumni Association.

a. Life Membership: Any regular member who has reached the 50th class anniversary is eligible for life membership with payment of all future dues waived for the life of the member.

B. Associate membership shall be available to any person not qualified for regular membership but who has served the Ranger School with distinction and has maintained an active interest in the alumni association. Upon a majority vote of members present at any regularly constituted meeting of the alumni association, such person may be elected to associate membership and such membership shall enjoy all the rights and privileges of regular membership. All past and present members of the Ranger School faculty, otherwise not eligible for regular membership, are eligible for associate membership.

C. Honorary membership shall be available to any person especially qualified for membership in the alumni association but to whom regular or associate membership is not available or is not desired. Upon majority vote of all members present at any regularly constituted meeting of the alumni association, such person may be elected to honorary membership.

Section 2. Voting: Voting members are regular and associate members who have paid their current year's dues. Honorary members are not voting members.

### **ARTICLE III. Membership Duties and Privileges**

Section 1. Dues: Regular and associate members shall pay dues annually. Honorary members shall not be required to pay dues.

Section 2. Privileges: Regular and associate members may hold office and may use alumni facilities provided that they have paid their current year's dues. Honorary members may not hold office but may use alumni facilities.

### **ARTICLE IV. Officers, Board of Directors and Election**

Section 1. The officers of the Alumni Association shall be: 1.) President, 2.) First Vice-President, 3.) Second Vice-President, 4.) Treasurer, and 5.) Secretary.

Section 2. All officers shall be elected at the annual business meeting of the Alumni Association from a list of candidates presented by a nominating committee and from nominations presented from the floor by the membership.

Section 3. All officers shall be elected for a two year term.

Section 4. The Board of Directors has the authority to appoint any eligible member to an office in the event that office becomes vacant, until the next scheduled annual business meeting of the Alumni Association.

Section 5. Duties of the officers of the Association:

A. The President shall preside over all meetings, call meetings of the Board of Directors and call special meetings when necessary and shall also serve as chair of the Board of Directors. The President, or designee thereof, serves as the Alumni Association representative to the ESF College Foundation Board.

B. The Vice-President shall, in sequence, assume presidential duties when the President is not available, and shall perform other duties and assume responsibilities as assigned by the President.

C. The Treasurer shall collect all dues, be responsible for issuing membership cards, make necessary disbursements of funds, and report thereon at the annual business meeting of the Association and at meetings of the Board of Directors.

D. The Secretary shall be responsible for recording proceedings of all meetings, for all Association correspondence and communications, the coordination of membership activities, and any other Association business deemed necessary.

Section 6. The Board of Directors shall consist of the following:

- A. The elected officers of the Association.
- B. The immediate past President.
- C. The Director of the Ranger School “ex officio”

D. As many as 15 additional members-at-large, to be selected from the regular and associate membership, and to be elected by the above members of the Board of Directors, for a two year term. A majority of the members of the Board of Directors must be graduates of the Ranger School.

- E. The Campus President or designee. “ex officio”
- F. The Campus Development Officer. “ex officio”
- G. ESF Director of Alumni Relations. “ex officio”

Section 7. Appointive positions. The following appointments and/or others may be made by the Board of Directors on an annual basis or as required:

A. The Office Manager. This individual shall maintain the Alumni Office and alumni records, generally provide assistance to the officers and to the Board of Directors, co-chair of Reunion Committee with the President and may perform other duties as assigned by the Board of Directors. This is a paid position for which the amount of compensation shall be determined by the Board of Directors.

B. The Editor of the Alumni News. This individual shall be responsible for the publication of the alumni news.

Section 8. All elected officers and appointive positions shall be limited to those members who reside within a reasonable distance of Wanakena, New York in order that they may effectively administer the activities and business of the Alumni Association, which are predominantly centered at the Ranger School, unless the nature of the position is such that the required activities do not necessitate a close proximity to the Ranger School.

## **ARTICLE V. Meetings**

Section 1. There shall be an annual meeting of the Association. The date shall be determined by the Board of Directors. Additional meetings may be called by the President of the Association.

Section 2. The Board of Directors shall meet at least three times each year. A meeting of the Board of Directors shall be called at the direction of the President or upon the request of three or more members of the Board of Directors.

Section 3. Notice of meetings of the Association shall be given by mail, not less than 30 nor more than 70 days prior to the meeting. Notice of meetings of the Board of Directors shall be given not less than 10 nor more than 50 days prior to the meeting.

#### **ARTICLE VI. Quorums and Voting**

Section 1. A quorum of the Alumni Association shall consist of at least 50 voting members. A quorum of the Board of Directors shall consist of a majority of the members of the Board of Directors.

Section 2. Voting by Alumni Association members shall be in person, by mail or email when a mail referendum is authorized by the Board of Directors. For election of officers and for any other matter required to be voted upon by the membership, except as otherwise provided in the Constitution and Bylaws, or as otherwise required by law, a majority of a quorum shall be sufficient.

Section 3. Voting by Board of Directors shall be in person, by proxy, by mail, or by email.

#### **ARTICLE VII. Amendments**

Section 1. The Constitution may be amended with a two-thirds majority of the votes cast, at the Annual meeting of the Association during which the proposed amendment is to be acted upon.

Section 2. A copy of the proposed amendment shall be mailed to all voting members not less than 30 days prior to the date of the meeting at which the proposed amendment(s) is to be acted upon.

#### **ARTICLE VIII. Committees**

Section 1. A Nominating Committee of at least three voting members of the Association shall be appointed by the President prior to the annual business meeting of the Association to select nominees for office for the coming year.

Section 2. The following are standing committees of the Board of Directors.

- A. Finance: co-chaired by the First Vice-President and Treasurer with a minimum of three (3) voting members of the Association. The duties include, but are not limited to: assist the Treasurer with the preparation of the Annual Budget, review financial reports for completeness and accuracy and assure that an annual audit is conducted.
- B. Alumni Properties and Projects: Chaired by the Second Vice-President with a minimum of three (3) voting members of the Association. The duties include, but are not limited to: schedule and organize projects for the annual Spring Clean-up Weekend, oversee maintenance of property, coordinate other projects adopted by the Ranger School Alumni Association Board of Directors and review and draft policy for use of property. This was formerly known as the Special Projects Committee.

- C. Reunion: Co-chaired by the President and Office Manager with minimum of five (5) Association members. The duties include, but are not limited to: organize and implement the annual Alumni Reunion.
- D. Recruitment: Co-chaired by the Immediate Past President and a Board of Directors member, with a minimum of three (3) voting members of the Association. The duties include, but are not limited to: co-ordinate and assist with the Ranger School recruitment activities.
- E. Archives: Chaired by the Secretary with a minimum of three (3) voting members of the Association to maintain archives of the Ranger School and the Ranger School Alumni Association.

Section 3. Special committees may be appointed by the Board of Directors.

#### **ARTICLE 1X. Fiscal Year**

Section 1. The fiscal year of the Association shall be January 1 through December 31.

## **NEW YORK STATE RANGER SCHOOL ALUMNI ASSOCIATION, INC.**

### **BYLAWS**

#### **ARTICLE 1. Duties of Officers and Board of Directors**

Section 1. The duties of the officers of the Association shall be as provided for in the Constitution and as follows:

- A. The President shall co-chair the Reunion Committee with the Office Manger.
- B. The First Vice-President shall co-chair the Finance Committee with the Treasurer.
- C. The Second Vice-President shall chair the Alumni Properties and Projects Committee.
- D. The Treasurer shall co-chair the Finance Committee with the First Vice-President.
- E. The Secretary shall chair the Archives Committee.

Section 2. The duties and responsibilities of the Board of Directors shall include without limitation:

- A. To assist in the direction of the activities of the Association in the furtherance of its stated purposes.

B. To provide for the administration of all Alumni funds, including, but not limited to, the approval of all expenditures, the authority to establish the amount of annual dues, and the responsibility for the proper disposition of contributions and/or other extraordinary funds received by the Association.

C. To authorize the granting of awards, honors, and/or grants as may be within the authority of the Board of Directors.

D. To exercise general supervision of all publications of the Association.

E. To recommend, propose, or otherwise present to the members of the Association, amendments to the constitution and/or the Bylaws.

F. To attend a minimum of four (4) Board of Director meetings over two (2) years. Failure to meet this minimum will result in forfeiture of the continuance on the Board of Directors.

Section 3. The duties and responsibilities of the Immediate Past President

A. To be co-chairman of the Recruitment Committee.

B. To perform other necessary actions as assigned by the President.

**ARTICLE II. Dues**

Section 1. The Dues structure shall be established by the Board of Directors at the Board of Directors meeting which is immediately prior to the date of the mailing of the annual dues statement and information return.

**ARTICLE III. Association Funds**

Section 1. Funds raised through annual membership dues shall be used for the annual operating expenses of the Association as approved by the Board of Directors.

Section 2. Contributions and grants received by the Association shall be used only in accordance with the directives of the donor and only in accordance with the purposes of the Association. Where the donor does not specify any use, and gives discretionary power as to use to the Association, these funds shall be expended only in accordance with the purposes of the Association, which may include normal operating expenses.

Section 3. Life membership dues paid by members shall be considered as restricted and only the income there from may be used for operating expenses. The principal shall remain intact for the lifetime of the life member. Upon the death of the life member, the Board of Directors shall have the authority to transfer the principal balance from the restricted funds to the unrestricted funds of the Association.

Section 4. In the event of dissolution or cessation of the activities of the Association, after paying of and adequately providing for its debts and obligations, all net assets shall be distributed to the campus or other campus-approved entity organized for similar purposes.

**ARTICLE IV. Amendments**

Section 1. The Bylaws may be amended by a two-thirds majority of the votes cast, including proxy votes, at the meeting of the Association during which the amendment is to be acted upon.

**ARTICLE V. Miscellaneous**

Section 1. Roberts Rules of Order, current edition, shall govern all meetings.