

# Babcock-Hovey Alumni Babcock-Hovey Alumni Association (with 2015 Updates)

## Rules of Operation

### Section 1 - Organization

The organization is known as the Babcock-Hovey Alumni Babcock-Hovey Alumni Association. The Babcock-Hovey Alumni Association operates as a part of Seneca Waterways Council, Boy Scouts of America.

### Section 2 - Purposes

The Babcock-Hovey Alumni Association was founded in 2010 to support the programs of the Boy Scouts of American within Seneca Waterways Council through "Spirit, Service, and Support" for Camp Babcock-Hovey, specifically by:

- Providing volunteer support and/or funds for capital improvements, maintenance projects, and program enhancements at Babcock-Hovey;
- Preserving, disseminating, and promoting Babcock-Hovey history and traditions;
- Supporting an endowment for Babcock-Hovey, administered by the Council, of which the principal will be maintained in perpetuity and the proceeds will support equipment and maintenance at Babcock-Hovey;
- Providing social opportunities for Babcock-Hovey Alumni Association members;
- Supporting Babcock-Hovey staff recruitment, training, and retention;
- Raising funds through dues, fundraisers, and other activities to support the purposes of the Babcock-Hovey Alumni Association; and
- Engaging in other activities that support Camp Babcock-Hovey and Seneca Waterways Council.

### Section 3 - Membership

Alumni membership in the Babcock-Hovey Alumni Association is open to any person who:

- is at least twenty-one years of age **OR** Camp staff **who may join as a paid member at 18 years of age. All current camp staff (regardless of age) are considered members with non-voting status unless they join as a paid member.**
- has attended a portion of a summer camp season as a camper, staff member or volunteer that took place at Babcock-Hovey
- is in good standing with the Boy Scouts of America and with the Council, and
- is interested in supporting the Purposes of the Babcock-Hovey Alumni Association.

The Membership Year shall run from June 1 to May 31. The Executive Committee shall establish membership categories, which may include Individual, Family, Lifetime, and others. Any person meeting the requirements above may become an **Paid** Alumni member of the Babcock-Hovey Alumni Association by means of a payment of dues for the appropriate category. *In addition, the Scout Executive, the Council Director of Support Services, Council Vice President of Camping, and the Staff Advisor to the Babcock-Hovey Alumni Association (see Section 5) shall be ex officio members of the Babcock-Hovey Alumni Association.*

### Section 4 - Dues

The Executive Committee shall establish the annual dues for each category of membership. Notice of the annual dues for each category of membership shall be sent to all members prior to March 1. A person meeting the membership

requirements may join or renew by paying dues for one or two Membership Years. Annual dues paid on or after March 1 for a new member shall cover membership through the end of the following Membership Year (June 1<sup>st</sup>-May 31<sup>st</sup>). At the discretion of the Executive Committee, dues in any year may be waived for members who make a voluntary contribution at or above a minimum specified amount to a purpose or cause designated by the Executive Committee which is consistent with the Purposes of the Babcock-Hovey Alumni Association. **Any person that reaches 50 years of attending Camp Babcock-Hovey will automatically be granted a Lifetime Membership if not already a Lifetime Member in the Babcock-Hovey Alumni Association.**

## **Section 5 - Executive Committee and Officers**

### **A. Organization**

The Babcock-Hovey Alumni Association shall maintain an Executive Committee, consisting of four Officers (the Chair, Vice Chair, Treasurer, and Secretary), the immediate Past Chair, and not fewer than two nor more than five at large members. Officers and members of the Executive Committee must be registered members of the Boy Scouts of America. Officers must be active **Paid** Alumni members of the Babcock-Hovey Alumni Association. At large members of the Executive Committee must be active Alumni members of the Babcock-Hovey Alumni Association.

A member of the Council staff, appointed by the Scout Executive in consultation with the Vice President of Camping and the Alumni Babcock-Hovey Alumni Association Chair, shall serve as Staff Advisor to the Babcock-Hovey Alumni Association and participate as a non-voting member of the Executive Committee. This Staff Advisor shall work with the Executive Committee to ensure coordination of efforts and records between the Council and the Babcock-Hovey Alumni Association.

### **B. Officers**

Each officer shall report to the Executive Committee.

a. Chair: The Chair shall be responsible for the overall leadership, administration and operation of the BHAA. The Chair shall have the authority to act to effectuate the decisions of the Executive Committee and to make all decisions to carry out the day-to-day operation of the BHAA, except for authority retained by the Executive Committee or designated to another Officer or person in the Rules. The Chair may delegate authority as he or she deems necessary or desirable. The Chair shall call all meetings of the Executive Committee and shall prepare the agendas and preside at such meetings. The Chair or a designee shall be a member of the Babcock-Hovey Program and Properties Committees as the representative of the Babcock-Hovey Alumni Association.

b. Vice Chair: The Vice Chair assists the Chair with such duties as are delegated by the Chair, and assumes duties of the Chair in event that the Chair is absent or is otherwise unable to perform such duties. The Vice Chair also receives ideas and proposals from the Council and from Babcock-Hovey Alumni Association members regarding potential capital improvements, maintenance projects, and program enhancements for Babcock-Hovey for presentation to the Executive Committee.

c. Treasurer: The Treasurer shall keep accurate records of all income and expenses of the Babcock-Hovey Alumni Association, of all monies of the Babcock-Hovey Alumni Association held as permanently restricted, temporarily restricted or unrestricted funds, and of all obligations for the expenditure of monies. The Treasurer shall prepare and submit to the Executive Committee for approval an annual budget (the "Budget") for the Babcock-Hovey Alumni Association. The

Treasurer shall periodically reconcile the Babcock-Hovey Alumni Association financial records with those of the Council, and report to the Executive Committee on the financial condition of the Babcock-Hovey Alumni Association.

d. Secretary: The Secretary records and maintains minutes of all Babcock-Hovey Alumni Association meetings, and provides copies of such minutes to all Executive Committee members as well as the Council's Vice President of Camping. The Secretary shall maintain the membership records for the Babcock-Hovey Alumni Association. The Secretary shall prepare an annual report of the Babcock-Hovey Alumni Association's activities, to be distributed to the Babcock-Hovey Alumni Association membership and the Council's Vice President of Camping.

### **C. Elections, Term of Office, and Filling of Vacancies**

The officers and at large members of the Executive Committee shall be elected at the annual meeting of the Babcock-Hovey Alumni Association. The standing Executive Committee shall determine the number of at large Executive Committee positions to be elected for the following year. Any Babcock-Hovey Alumni Association member may nominate one candidate for each available Executive Committee position. Nominations should be submitted to the Secretary, who will verify the eligibility of the candidate, prior to the annual meeting.

Each **Paid** Babcock-Hovey Alumni Association member shall be entitled to one vote for each open position. Voting shall, upon request of any candidate, be done by secret ballot. There is no limit on the number of terms that a member may serve on the Executive Committee. The election of the Chair must be approved by the Council's Vice President of Camping, which approval will not be unreasonably withheld. All other election rules shall be established by the Executive Committee. The term of office of the members and leadership of the Executive Committee shall begin at the close of the annual meeting at which they are elected, and continue through the following annual meeting unless terminated by resignation or removal by a 60% vote of the other members of the Executive Committee. Removal may occur for failure to attend three or more consecutive Executive Committee meetings or for conduct detrimental to the Babcock-Hovey Alumni Association. Any vacancy on the Executive Committee (including officers) may be filled by a vote of the remainder of the Executive Committee, with the person so chosen serving until the next annual meeting of the Babcock-Hovey Alumni Association.

### **Section 6 - Meetings and Distribution of Information**

The Babcock-Hovey Alumni Association shall have an annual meeting of the membership, as scheduled by the Executive Committee, typically occurring during Alumni Weekend in late June or early July. The annual meeting shall include elections of officers and at large members of the Executive Committee, a report of the prior year's activities including financial and membership reports of the Babcock-Hovey Alumni Association, and a review of projects completed or underway at Babcock-Hovey supported by the Babcock-Hovey Alumni Association, as well as any other business that may appropriately come before the meeting. Notice of the annual meeting shall be sent to all members approximately 20 days prior to the meeting through the Babcock-Hovey Alumni Association newsletter or by other means, and shall contain the names of any eligible candidates for the Executive Committee nominated at least 45 days prior to the annual meeting. The Executive Committee shall meet at least three times annually. A newsletter containing information regarding the activities of the Babcock-Hovey Alumni Association shall

be sent to all members at least two times annually.

## **Section 7 - Finances**

### **A. General**

The Council shall establish and maintain a separate account for the Babcock-Hovey Alumni Association. All funds of the Babcock-Hovey Alumni Association shall flow through this account.

### **B. Income**

All income, through dues or other sources including fund-raising activities, will be used for the Purposes of the Babcock-Hovey Alumni Association, including providing for capital improvements, maintenance projects, and program enhancements at Babcock-Hovey, supporting the development of the Endowment, and covering all Babcock-Hovey Alumni Association expenses. Babcock-Hovey Alumni Association fund-raising activities shall be coordinated with the Council so as not to conflict with or detract from the Council's fund raising for the operating budget or other purposes of the Council. The Executive Committee may establish special recognition for gifts beyond membership dues. If funds are raised for a specific project, such funds (net of any fundraising expenses) shall be temporarily restricted and only used for that project until it is complete. Any such funds remaining following the completion of a project shall become unrestricted funds of the Babcock-Hovey Alumni Association.

### **C. Expenses**

Babcock-Hovey Alumni Association funds may be expended or obligated only after authorization by the Executive Committee. Adoption of an annual budget by the Executive Committee shall constitute authorization to obligate or expend funds, but only up to the limit of each expense line item in the budget. The Council may make payments from the Babcock-Hovey Alumni Association account only upon prior approval by the Babcock-Hovey Alumni Association Chair or Treasurer. The Executive Committee will endeavor to prudently manage the Babcock-Hovey Alumni Association's operating expenses, so that maximum funds will be available for the Purposes of the Babcock-Hovey Alumni Association.

### **D. Endowment**

Members will be encouraged to make gifts above and beyond their annual dues to the Babcock-Hovey Alumni Association as a gift into the Endowment. To the extent that an Endowment gift qualifies for special recognition in the Scouting program (such as a James E. West Fellowship Award), the Council will recognize such gifts. Gifts donated to the Endowment for Babcock-Hovey equipment and maintenance expenses by the

Babcock-Hovey Alumni Association or by members of the Babcock-Hovey Alumni Association shall be held by the Council as permanently restricted funds. Each year, the Council will inform the Executive Committee of the amount of earnings available from the portion of the Endowment accumulated (including past unused investment returns) from these donations. The Executive Committee will direct those available earnings into specific equipment and maintenance projects for Babcock-Hovey (subject to acceptance by the Council's Camp Operations Committee).

### **E. Fiscal Year and Unused Funds**

The Babcock-Hovey Alumni Association's fiscal year shall run from January 1 through December 31. The Executive Committee will generally not seek to carry over significant operating balances from year to year, other than maintaining a reasonable balance for Babcock-Hovey Alumni Association operating expenses for the coming year, for contingencies, or for funding a project at Babcock-Hovey that

has not yet been completed. However, any funds that are unused in a year will be carried over to, and available for use in, the following year. Near the close of the year, the Executive Committee will determine, after a recommendation from the Treasurer, a reasonable balance to set aside for the items mentioned in the previous paragraph. The remaining funds in the Babcock-Hovey Alumni Association's account will be considered that year's net surplus. The Executive Committee will endeavor to direct approximately 50% of that year's net surplus into capital improvements, maintenance projects, and program enhancements for Babcock-Hovey (subject to acceptance by the Council), and to contribute the remaining balance of approximately 50% of that year's net surplus to the Endowment. Any member of the Babcock-Hovey Alumni Association can make recommendations for Babcock-Hovey capital improvements, maintenance projects or program enhancements to the Executive Committee by submitting a proposal to the Vice Chair.

### **Section 8 – Amendment of Rules**

These rules may be amended by approval of a majority of the members present at an annual meeting of the Babcock-Hovey Alumni Association, but only after a copy of the proposed amendment(s) is sent to all current Babcock-Hovey Alumni Association members at least 30 days prior to the meeting. The amendment(s) must be approved by the Council's Camping/Properties Committee (or its successor committee) before taking effect.

(Initial Rules of Operation adopted by the membership of the Babcock-Hovey Alumni Association on September 11, 2010, and duly approved by the Camp Properties Committee of Babcock Hovey, Seneca Waterways Council, BSA on October 14, 2007.)

(Minor Updates adopted by the membership of the Babcock-Hovey Alumni Association Summer 2015 and duly approved by the Camp Properties Committee of Babcock Hovey, Seneca Waterways Council, BSA in September 2015)

### **Sample yearly events-**

June – Election of Officers, Annual Meeting to take place at the Spring Beaver Days or Weekend after Staff Week.

July - Executive Committee Meeting

August – Summer Camp Wrap up Newsletter #1

September – (Fall BHAA Event)

October -

November - Executive Committee Meeting

December – Newsletter #2 – Projects and fun events planned for camp, ask for nominations

January – (Winter BHAA Event)

February -

March - Executive Committee Meeting

April – Newsletter #3 Mailed (Includes Nominations for officer Positions, Summer Camp Plans)

May -