

**Union Academy of Belleville  
Board of Trustees - By-Laws  
April 2007**

**MISSION STATEMENT**

1. Encourage graduates of Belleville Central School, Henderson Central School, and Belleville Henderson Central School to avail themselves of further educational opportunities by providing scholarships for their use.
2. Maintain and enhance those properties to which they hold ownership.
3. Collect and properly store items pertaining to Union Academy of Belleville, Belleville Central School and Belleville Henderson Central School.
4. Prudently manage those funds which come into their possession.

**By-Laws: Amended:**

February 4, 1901	November 1, 1961
December 12, 1968	June 11, 1969
October 11, 1982	October 10, 1984
October 11, 1989	

**Article 1**

**Section 1:** The annual meeting of the Corporation shall be held at Belleville Henderson Central School, on the second Wednesday in October in each year, at 7 PM. One week's notice of such meeting shall be given by the secretary. The number of Trustees shall be not less than twenty nor more than forty, and they are appointed for life. Member resignations may be accepted and said members placed on an "Honorary Membership List". Members who fail to attend 5 consecutive Annual Meetings or committee meetings shall be placed on the Honorary Membership List. New members will be added to keep active membership at 30.

**Section 2:** At this meeting of the Board, they shall elect separately the officers of the Board, who shall be President, Vice-President, Secretary, and Treasurer. These officers shall hold their offices for one year and/or until others are elected in their place.

**Section 3:** All meetings of the Board shall be held at Belleville Henderson Central School, at 7 PM, unless otherwise ordered. Seven members shall constitute a quorum but no business shall be transacted at any meeting unless at least six members are present.

**Article 2**

**Section 1:** It shall be the duty of the president to preside at all the meetings of the Board, to see that the By-Laws are enforced and to call Special Meetings of the Board whenever properly required to do so, and to submit to the Board all reports made to the President. In the absence or inability of the President, the Vice-President shall assume these duties.

**Section 2:** At all meetings of the Board, the order of Business shall be as follows:

- 1) Reading of the minutes of the previous meeting
- 2) Reports of Standing Committees
- 3) Reports of Special Committees
- 4) Communications from the Superintendent of the school
- 5) Correspondence in the hands of the secretary
- 6) Unfinished Business
- 7) Miscellaneous Business

**Section 3:** It shall be the duty of the Secretary to keep a complete record of the transactions of the Board in a book which shall be called the "Secretary's Book", to keep a file of all reports, and preserve all papers committed to the care of the UAB Board of Trustees, and to do properly all other acts required by law.

**Section 4:** It shall be the duty of the Treasurer to keep and account for all monies of the Corporation and to report to the Trustees at the annual meeting.

**Article 3**

**Standing Committees** . . . All committee appointments will be made by the President of the Board of Trustees at the annual meeting or as the situation requires.

**Section 1: Endowment Committee** . . . will be not less than three members, whose duty it shall be to attend to all interests of the Board in said funds that may be referred to them. Especially to see to it that the terms and conditions made by the donors of

said special funds and accepted by the Board, are strictly observed. This shall include an annual audit.

**Section 2: Endowment Promotion Committee . .**  
**will be** not less than two members who shall work to obtain additions to the Endowment Fund.

**Section 3: Scholarship Committee . . . will be**  
not less than two persons whose duty it shall be to act with **representatives of the Belleville Henderson Central School District**, in the assignment of all scholarship funds in accord with the terms and conditions named by the donors.

**Section 4: Building & Grounds Committee . . .**  
**will** supervise the properties owned by Union Academy and report to the Trustees on conditions and recommendations.

**Section 5: Historical Committee . . . will** keep a record of the organization and report any significant event for commemoration.

**Section 6: Membership Committee . . . will keep**  
**a list of** potential trustees and **present said list**  
**when the need arises to fill vacant positions.**

**Section 7: Nominations Committee . . . will**  
**screen Trustees and recommend a slate of**  
**officers at the Annual Meeting.**

**Section 8: Resolutions Committee . . . will**  
present a resolution on former members.

**Section 9: Charter & By-Laws Committee . . .**  
**will** propose changes and/or amendments to the By-Laws of the Union Academy Board of Trustees as provided in Article 5.

**Section 10: Publicity Committee . . . will** inform the public as to the nature and activities of the Union Academy Board of Trustees.

#### **Article 4**

**Section 1: Reports of Committees . . .** All committees shall report to whenever required by the President of the Board, whenever the business before them or in the interest of the Corporation requires it.

#### **Article 5**

**Section 1:** Proposed new amendments in the By-Laws shall be in writing to the President, for screening by the Executive Committee, at least 30 days prior to the Annual Meeting.

**Section 2:** Proposed amendments shall be available to the Trustees at least one week prior to the Annual Meeting for review. Approval shall be by a two-thirds vote of the Trustees, but at least 12 Trustees must be present at the meeting.