

Hunter College High School Alumnae/i Association, Inc.
(HCHSAA or the Association)
Membership Confirmation Policy
Adopted March 15, 2022

On May 11, 2021, pursuant to Section 1.01 of the HCHSAA By-Laws, the Board of Directors of HCHSAA (Board) set the dues of the Association at \$0.00. To clarify the process by which all graduates of Hunter College High School (HCHS or the School) and former students who have attended HCHS for at least three (3) years may record their membership each fiscal year, the Board adopted this Membership Confirmation Policy on March 15, 2022.

- Every fiscal year after 12:01am Eastern Time on July 1st and before 5:00pm Eastern Time on the “record date” (as that term is defined in Section 1.12 of the HCHSAA By-Laws) for any member meeting, the Association shall notify all persons listed in its database (the HCHSAA Database)¹ for whom the Association has valid “Contact Information” that they must “confirm” their membership with the Association (as further defined in the next bullet) in order to be registered to vote at meetings of the members of the Association during the fiscal year. For purposes of this policy, “Contact Information” shall mean a person’s current name, postal address, and email address and may include such other similar information as the Association may from time to time require. HCHSAA’s notice to all persons in the HCHSAA Database may be provided via regular Association communications with its members (such as the printed AlumNotes and the electronic Newsletter), a mass electronic mailing to all persons in the HCHSAA Database, a notification on hchsaa.org, and/or such other similar means as may be adopted from time to time.
- Each fiscal year, to “confirm” membership and register to vote a person listed in the HCHSAA Database must take one of the following steps on or before 5:00pm Eastern Time on the record date for any meeting of the members:
 - Sign into her/his/their account on hchsaa.org and confirm/update her/his/their Contact Information as instructed; OR
 - Complete and return a form confirming or updating her/his/their Contact Information (Contact Information Form). (The Contact Information Form shall be made available in print and in electronic form such as by being posted on hchsaa.org, printed in the AlumNotes, included in the electronic Newsletter, or obtained by contacting HCHSAA staff.)
- Only persons who have confirmed their membership and met the requirements of Section 1.01 of the HCHSAA By-Laws by 5:00pm Eastern Time on the relevant record date shall be registered to vote at a meeting of the members.

¹ HCHSAA confirms with HCHS or other sources (such as yearbooks) whether person has graduated from HCHS or otherwise attended the School for at least three (3) years before including her/him/them in the HCHSAA Database and recording her/his/their name, address, phone number, email address, and other contact information (Contact Information) in the HCHSAA Database.