



ASHEVILLE SCHOOL ALUMNI ASSOCIATION

BYLAWS

(Adopted 10/29/16)

ARTICLE I – ORGANIZATION

Section 1. Name. The name of the Association shall be Asheville School Alumni Association (Association).

Section 2. Governance. The Association shall be governed by the Asheville School Alumni Association Board (Alumni Board).

ARTICLE II – MISSION

Section 1. Mission. The mission and purpose of the Association is to deepen and broaden the connections among alumni and between the alumni and the School.

ARTICLE III – MEMBERSHIP

Section 1. Association Membership. An alumna/alumnus is defined as one who has attended Asheville School for no less than one full academic year and whose class has graduated, regardless of whether the student received a diploma from Asheville School. Membership of the Association consists of all Alumni who, at their option, desire to participate in the Association and to further its purpose on and off campus.

Section 2. Alumni Board Membership. All members and officers of the Alumni Board, except the faculty liaison, must be members of the Association as defined above. Meetings of the Alumni Board are always open to the entire membership; however, matters requiring a vote will be decided by the then sitting Alumni Board.

Section 3. Non-Alumni Involvement. The Association encourages the support of Asheville School patrons and, in accordance with these Bylaws, the Association may, from time to time, invite certain non-alumni patrons to participate in the activities and/or committees of the Association.

ARTICLE IV – GOALS

- Section 1. Goals. The goals of the Association are as follows:
- a. To maintain and strengthen a community of alumni through special events, programs, and communications.
 - b. To educate alumni about new School programs and initiatives.
 - c. To organize volunteer efforts to bolster the School's academic, athletic, arts, residential, and extracurricular programs.
 - d. To participate in school-sponsored activities in the areas of college counseling, admissions, and career services.

- e. To increase annual giving from alumni to the School.

ARTICLE V – MEETINGS

Section 1. Meetings. The Alumni Association meets twice annually on the campus of Asheville School, once in the Fall and once in the Spring, typically in conjunction with Christ School Weekend and Alumni Weekend. Various committees may choose to conduct additional meetings via teleconference or in regional locations. The business of the meetings shall be governed by Robert’s Rules of Order.

ARTICLE VI – STRUCTURE

Section 1. Leadership. The Alumni Association Board shall be led by a President with the support of a Vice President. The President and Vice President work closely with the Alumni Board to fulfill the mission of the association. The Alumni Board Officers shall consist of:

- a. **Alumni Association President (President)**
The Alumni Association Board President serves a two-year term and shall preside over all Association meetings and conference calls. The President may be invited to serve and hold an ex-officio voting seat on the School’s governing Board of Trustees. The President may create ad hoc committees as needed. The President is an ex-officio member of all Association committees and appoints committee chairs.
- b. **Alumni Association Vice-President (Vice-President)**
The Alumni Association Board Vice-President shall preside over all Association meetings and conference calls when the President is not present. The Vice-President shall work with classes that have graduated within the past ten years to introduce them to the Association and maintain contact during college and early careers. The term is a renewable two-year position. The Vice President is a member of the Alumni Association Board Executive Committee.
- c. **Alumni Association Secretary (Secretary)**
The Alumni Association Board Secretary is the Association’s chief records keeping officer. The Secretary will record the minutes of each meeting and make them publicly available to the full Association. The position is appointed by the President and the term is a renewable two-year position. The Secretary is a member of the Alumni Association Board Executive Committee.
- d. **Faculty Liaison to the Association (Faculty Liaison)**
The School’s Director of Alumni Relations, or some other member of the School administration appointed by the Head of School, is Faculty Liaison to the Association. The role is to guide and support the Association as needed.
- e. **Executive Committee**
The Alumni Board shall have an Executive Committee consisting of the President (elected), Vice President (elected), Past President (elected), who would not vote except to break ties, Secretary (appointed by President) and the non-voting Faculty Liaison (appointed by School). The policies, procedures, and activities of the Association are proposed by the Executive Committee and approved by a vote of the Alumni Board. The Executive Committee retains the powers and duties of the Alumni Board between meetings of the Association. However, the Executive Committee shall exercise its powers only when, in its

judgment, it is not prudent to defer action on a matter to the next regular meeting or a special meeting of the Alumni Board. The President of the Alumni Association shall serve as the chair of the Executive Committee.

Section 2. Term Limits. All officers may serve up to three consecutive two-year terms.

Section 3. Board Members. Alumni Association Board

- a. The Alumni Board consists of all Class Representatives.
- b. Up to 30 at-large members may be appointed by the President and shall serve renewable two year terms. The at-large members must still qualify as members of the Association, as defined above, but provide for diversity among the Alumni Board for individuals who are not Class Representatives.
- c. Board members should be able, at minimum, to attend the two annual meetings of the Alumni Board on Christ School Weekend and Alumni Weekend.
- d. Members of the Alumni Board are the main engine for efforts related to all sub-committees. The Alumni Board is a voting body in terms of policy, procedures and activities for the Association. It is the responsibility of the Alumni Board to execute and support the goals of the Association.

ARTICLE VII – CLASS REPRESENTATIVES

Section 1. Terms. At its graduation, each class may elect up to four Class Representatives (Class Reps) to the ASAA Board. Class Reps shall serve renewable two year terms until mutually terminated by the Class Rep and the Association.

Section 2. Replacing a Vacant Class Rep

- a. In cases where Class Representatives desire to be replaced and/or become inactive, the remaining Class Reps for that class shall communicate the vacancy to their class and identify a replacement.
- b. If these efforts do not generate a replacement Class Rep, the Director of Alumni Relations and the ASAA President shall make efforts to seek a willing and able replacement Class Rep.

Section 3. Expectations of Class Representatives

- a. To return to campus and attend the two scheduled Alumni Association meetings.
- b. To participate in conference calls when appropriate.
- c. To invite classmates to participate in Association activities and communicate with them regularly.
- d. To be knowledgeable about Asheville School's mission and current programs.
- e. To be seen as a positive ambassador for Asheville School.
- f. To donate annually to Asheville School in terms of time, talent and/or financial resources

Section 4. Legacy Classes that have a number of Class Representatives other than Four

- a. Classes that have more than 4 Class Representatives will maintain their current Class Reps until individuals mutually agree to stop serving in that role over time via natural attrition. Once that class has fewer than 4 class reps, the class would follow the "Replacing A Class Representative" procedure described above. Those classes with more than 4 Class Reps will receive at most 4 votes for the election of officers and the current Class Reps will determine how those 4 votes will be cast.
- b. Classes that have fewer than 4 Class Representatives will immediately follow the "Replacing A Class Representative" procedure until either there are 4 Class Reps for that class, or the

Class Reps and Alumni Office determine that there aren't additional interested candidates for the unfilled positions, reviewable annually.

ARTICLE VIII – ELECTIONS

Section 1. Selection of President and Vice-President

- a. An election for President and Vice-President shall be held every two years during the Spring meeting. This currently occurs on the even calendar years.
- b. On election years, the nominations for officers will open during the Fall ASAA meeting that precedes an election.
- c. Nominations will be made directly to the Director of Alumni Relations. Nominations will be accepted by voice, email, and traditional mail until four weeks prior to the Alumni Weekend meeting in the Spring. The Director of Alumni Relations will contact each nominee to insure they are interested in participating in the election and that they will serve if elected.
- d. A list of nominees will be communicated to the Association two weeks prior to the Alumni Weekend meeting. Nominees can provide a photo and statement for this distribution.
- e. If the current President is not up for re-election, he/she will manage the voting process during the meeting. If the current President is up for re- election, The Director of Alumni Relations will manage the voting process.
- f. Voting shall occur for President first then Vice President. Alumni Board members must be present to vote. Voting will take place via a written ballot with each voter selecting one candidate. If the results produce a candidate receiving more than 50% of the votes, that person is elected. If not, the candidate receiving the least votes will be eliminated, and a new round of voting follows until a majority votes for one person.
- g. New Leadership will assume office on July 1st, the beginning of the Asheville School fiscal year.

Section 1.

ARTICLE IX – ASAA ACTIVITIES

Other ASAA Activities. The primary annual activities of the Alumni Association are determined by the Alumni Board in consultation with the School administration and the Board of Trustees. Annual events typically include, but are not limited to, the following:

- a. Local Area Receptions
- b. Christ School Weekend Activities
- c. Senior Tie and Pin Ceremony
- d. Regional gatherings
- e. Alumni Weekend Activities
- f. Graduation
- g. Cody Fund Meetings and Calls

Section 2. Activity Summary. It is the goal of the Association to create a respectful atmosphere both on and off campus of love, support, and stewardship of Asheville School.

ARTICLE X – BYLAWS

Section 1. Changing the Bylaws: From time to time the President of the Association shall form an ad hoc committee to review and update the bylaws as needed. Upon formation, the Bylaws Committee may propose changes when a majority of the committee votes in favor of the changes. The Bylaws Committee will then present the changes to the Alumni Board for a vote at the next meeting. The proposed changes shall be communicated to the Alumni Board a minimum of 30 days prior to the vote in order to provide for time to review. The changes will be adopted if a majority of the present Alumni Board votes in favor of the changes as presented by the Bylaws Committee.