



CONCORD ACADEMY ALUM ASSOCIATION BY-LAWS

ARTICLE I. NAME

The name of this Association shall be the Concord Academy (the “School”) Alum Association (“Association”).

ARTICLE II. MISSION

The Concord Academy Alum Association fosters lifelong connections between Concord Academy and its alum community.

The Association facilitates meaningful opportunities to preserve and promote a love of learning, service to others, and a commitment to diverse perspectives and backgrounds. Through involvement in the life of the school, within the community, and through service to the greater world, the Association strives to renew and affirm the core values instilled while at CA.

ARTICLE III. PURPOSE

The purpose of the Association shall be to promote and sustain the interests of Concord Academy, stimulate the interest of the alums in the School, strengthen the School through alum support, provide a liaison between the School and its alums, and foster a sense of kinship within the larger school community.

ARTICLE IV. MEMBERSHIP

1. Anyone who has attended Concord Academy shall be a voting member of the Association.
2. The Association may elect honorary members through the regular nominating process.

ARTICLE V. STRUCTURE AND FUNCTION

1. **Officer:**

Officer of the Association (“Officer”) shall consist of:

- President.

2. **Steering Committee:**

The Steering Committee (“Steering”) will serve as the leadership group of the Association and shall consist of:

- The President, who will chair the committee.
- Members shall include:
 - Committee Chairs/Co-Chairs.
 - At least two student representatives.
 - Members of the Concord Academy’s Advancement and Engagement Office (ex-officio).
 - Members of Concord Academy’s administration, as appropriate (ex-officio).
- Responsibilities shall include:
 - Determining and implementing the goals and objectives of the Alum Association with feedback from committee chairs.
 - Keeping alums current about programs and priorities.
 - Planning agendas for Alum Association meetings.
 - Identifying prospective volunteers and other supporters of the school for leadership and Steering Committee roles.
 - Developing leadership within the Steering Committee:
 - The composition of Steering shall reflect the demographics and diversity of the Association membership to the fullest extent possible.
 - Relevant members of the Advancement and Engagement Office and other pertinent members of the School’s administration, shall be non-voting members of Steering.
 - Members of the School’s administration, shall assist with recruiting and training new committee leaders. Said relevant members of the Advancement and Engagement Office shall attend the Steering meetings and keep the Advancement Office and the School’s administration apprised of the substance of these meetings.
 - Facilitating a communication program that connects alums with each other and with the School.
 - Promoting alums and student relations and assisting the school in meeting the needs of students.
 - Assisting in the planning and promoting of class reunions and events.
 - Assisting in the preservation and sharing of the history of the School.

3. Permanent Committees:

There shall be seven Permanent Committees:

1.) Joan Shaw Herman Award for Distinguished Service Selection Committee:

- Chaired by the Chair(s) of Joan Shaw Herman Award
- Members shall include, without limitation to:
 - President.
 - 3 to 5 alums across decades.
 - Relevant members of the Advancement and Engagement Office (ex-officio).
 - Total of no more than seven committee members, in addition to the Alum Association Student Representatives.
- Responsibilities shall include:
 - Reviewing annual nominations for the Joan Shaw Herman Award for Distinguished Service.
 - Selecting nominee(s) for the award.
 - Presenting the award.

2.) Alum Annual Fund Committee:

- Chaired by Co/Chairs of Alum Annual Fund Committee
- Members shall include, without limitation to:
 - Co-Chairs of Alum Annual Fund Committee.
 - Director of the Annual Fund and any additional relevant Annual Fund/Engagement team members (ex-officio).
- Responsibilities shall include:
 - Assisting with the planning and implementation of the School's overall alum giving programs and initiatives.
 - Working with the School to communicate the need for alum giving and supporting that work.

3.) Class Secretary Program

- Chaired by the Chair(s) of the Class Secretary Program.
- Members shall include, without limitation to:
 - Chair(s) of the Class Secretary Program.
 - Class Secretaries for any and all alum classes.
 - Relevant members of the Advancement and Engagement Office (ex-officio).
- Responsibilities shall include:
 - Engaging fellow classmates and serving as a liaison between their class and the school to help circulate pertinent information.
 - Collecting and submitting class notes and photos for the spring edition of *CA Magazine* annually.

4.) Regional Committees

- Members shall include:
 - Chair(s) of regional committees.
 - Regional sub-committees members.
 - Relevant members of the Advancement and Engagement Office (ex-officio).
- Responsibilities shall include:
 - Serving as visible ambassadors on behalf of the Advancement & Engagement Office.
 - Organizing local gatherings on behalf of and in coordination with the School; identifying local alums and identifying opportunities to engage in regional networks of alums.
 - Identifying, recruiting, and welcoming recently relocated alums to the School's regional alum presence.

5.) Concord Academy Young Alum Community (CAYAC) Committee

- Chaired by the Co-Chairs of CAYAC Committee
- Members shall include, without limitation to:
 - Co-Chairs of the CAYAC Committee.
 - Relevant members of the Advancement and Engagement Office(ex-officio).
 - Additional CAYAC Committee members as determined by the CAYAC Co-Chairs in partnership with the Advancement and Engagement Office.
- Responsibilities shall include:
 - Assisting with the planning and implementation of the School's overall young alum giving programs, engagement programs, and other initiatives.
 - Working with the School to communicate the need for young alum giving, planning young alum engagement programs, and supporting that work.

6.) Community & Equity (C&E)

- Chaired by the Co-Chairs of the Alum C&E Committee.
- Members shall include:
 - Co-Chair(s) of the Alum Community & Equity Committee.
 - Programming and Communications Subcommittee.
 - Student Engagement Subcommittee.
 - Director of Engagement, Director of Community and Equity and/or any additional relevant members of the School administration (ex-officio).
- Responsibilities shall include:
 - Serving as visible ambassadors and partners on behalf of Community & Equity alum-focused events, initiatives, and communications.
 - Engaging with the Advancement Office and Community and Equity Office in ongoing conversations around current C&E efforts to create new initiatives and opportunities for alums to connect with current students and each other.

7.) Alum Admissions Network

- Chaired by the Chairs(s) of Alum Admissions Network.
- Members shall include:
 - Chair(s) of the Alum Admissions Network.
- Responsibilities shall include:
 - Serving as a visible ambassador on behalf of the CA Admissions Office.
 - Identifying, recruiting and training new alum interviewers with the help of the Advancement & Engagement and Admissions Offices.

ARTICLE VI. NOMINATION, ELECTION, AND TERMS OF OFFICERS AND MEMBERS

1. Officer:

- The candidate for President will be identified by the current President in consultation with the Steering Committee, and Committee on Trustees of the Board of Trustees (“Board”). The President shall have served as a member of the Steering Committee.
- The Steering Committee shall nominate the Officers of the Association for appointment by the Association at the spring meeting of the Alum Association for terms to commence the following fall.

2. Steering Committee:

- Candidates for the Chairs/Co-Chairs of the Committees shall be identified in consultation with members of the Advancement and Engagement Office
- Candidates for the Co-Chairs of Alum Annual Fund shall be identified in consultation with the Advancement Committee of the Board.
- The President and Committee Co-Chairs shall be confirmed by Steering and announced at the annual Alum Association Assembly.

3. Committee Members:

- The Committee Co-Chairs shall identify their respective members in consultation with members of the Advancement and Engagement Office

4. Student Representatives:

- A minimum of two student representatives shall be appointed by the Steering Committee in consultation with the Student Life Office and members of the Advancement and Engagement Office.

5. Term Limits:

- All terms for positions specified herein will commence in the fall.
- The President and Committee Co-Chairs shall serve for two-year terms.

- No Officer or Committee Chair may be elected to the same office for more than two consecutive terms, unless the Steering Committee unanimously agrees to extend the term of the Committee Chair.
- Steering Committee members shall serve a maximum of five consecutive terms on the Steering Committee.

6. Vacancies:

- Steering Committee members may resign at any time by giving notice to the President. In the event of a vacancy in the office of President or any Co-Chair, the Steering Committee shall nominate and confirm a candidate to complete the unexpired term.

ARTICLE VII. POWERS AND DUTIES OF OFFICERS AND MEMBERS

1. President:

- Chairs the Steering Committee.
- Serves as an ex-officio member of the Board of Trustees and represents the Association to the Board of Trustees.
- Plans the Association's goals and objectives and meeting schedule for each academic year in consultation with the Head of School and the Advancement Office.
- Serves as a member of the Joan Shaw Herman Award Committee.
- May have other powers and duties as designated by the Board.

2. Chair of Alum Annual Fund:

- Chair the Alum Annual Fund Committee.
- Serve as member(s) of the Steering Committee.
- Serve as member(s) of the Board of Trustees' Advancement Committee.
- Work with the President and relevant members of the Advancement and Engagement Office to develop and implement the goals of the alum giving programs.

3. Committee Chairs:

- Convene and carry out the work of their respective committee.
- Work with appropriate School staff.

4. Steering Committee Members:

- The Steering Committee shall have the power to act for the Association in all cases except in appointing the Officer and in amending the Association's bylaws.
- Work in partnership with the School's administration and the Advancement Committee of the Board to meet needs and goals of the School by focusing the energy and talents of its alum volunteers.

- Maintain active interest and participation in the Association's activities, including regular attendance at Steering and committee meetings.

5. Committee Members:

- Serve as ambassadors of the School and support the School's mission and initiatives.
- Participate in fundraising activities as needed.
- Recommend alum volunteers to the Steering Committee for consideration.
- Serve on committees and engage in projects as requested.

ARTICLE VIII. MEETINGS

1. The Alum Association shall sponsor at least one meeting each year. This shall be the Alum Association Assembly to be held in the spring.
2. The Steering Committee shall meet at least four times each year.
3. Notice of the Alum Association Assembly shall be mailed or emailed to every member whose address is known at least one month prior to the meeting.
4. There shall be no quorum requirement at meetings.

ARTICLE IX. AMENDMENTS

These by-laws may be amended, altered, or repealed, in part or in whole, by an affirmative majority vote of those present at any meeting of the Association, provided that notice of such vote on the proposed amendment is stated in a call for the meeting communicated to the members no less than one month in advance of the date of the meeting.