

BY-LAWS OF THE BLUE RIDGE SCHOOL ALUMNI COUNCIL

REVISED FEBRUARY 21, 2013

Name

The Organization shall be known as The Blue Ridge School Alumni Council.

Purpose & Mission

The purpose of the Council shall be to promote and to foster the best interests of Blue Ridge School and to strengthen relations between the School, its students, and its alumni. The Alumni Council provides an organization and structure, which should encourage alumni volunteers to work with the School faculty, staff, and students in the best interest of Blue Ridge School and its constituents. The Alumni Council works to promote fellowship and pride of affiliation among Blue Ridge School alumni

The mission of the Council is to advance and support the Mission of Blue Ridge School, as defined by the School.

Blue Ridge School Mission

We specifically focus on helping boys reach their potential through personalized, structured, innovative learning practices in a college preparatory, all-boarding community.

Membership

Members of the Association shall be former students who attended the School for at least one full year, and whose class shall have graduated. There shall be **no** membership fees or dues.

Alumni Council

Members

Members of the Alumni Council shall consist of the two officers of the Council and not more than 20 additional members representing a broad representation of the graduating classes.

Emeritus Life Time Members

A simple majority by the Council may appoint honorary Members of the Alumni Council. Honorary Members have all the privileges and responsibilities of the Council members but may serve indefinitely, and may or may not represent part of the 20 members of the council. Emeritus members are exempt from being dismissed based on attendance.

Meetings

Regular meetings of the Alumni Council shall be held during Homecoming Weekend each year and at least one more meeting, which will be held as designated by the President. Council members shall receive notification of meetings not less than thirty days before the scheduled meeting.

Required Attendance

Any Council member who fails to attend three consecutive meetings will be removed from the Alumni Council.

Nominations

The Alumni Council or staff shall make nominations to the Nominating Committee for vacant Council chairs.

Elections

New members of the Alumni Council shall be elected from the nominees submitted by the Nominating Committee, by a majority vote of the Alumni Council members, provided there is a vacancy within the Council.

Officers

The officers of the Alumni Council shall be President and Vice President.

President

The President shall preside at all meetings of the Association, appoint committee Chairmen and perform such other duties as may normally pertain to his office. The President shall be Chairman of the Alumni Council. The President shall represent the Association on the School's Board of Trustees.

Vice President

The Vice President shall, in the absence of the President, perform the duties of the President of the Association and shall be Vice Chairman of the Alumni Council. The Vice President will also serve as the next Alumni Council President should he so choose to accept the position.

Treasurer & Secretary: School Representative

The Headmaster of Blue Ridge School shall appoint a member of the faculty or administration of Blue Ridge School to serve as a non-voting member of the Council who will support effective collaboration between the Council and Blue Ridge School administration. The Treasurer shall be the principle administrator for all financial matters pertaining to the Alumni Council, and be responsible for carrying out all rules and regulations in care of the policies and procedures of Blue Ridge School 501-C. He will be appointed to work with the School business office to insure the utmost integrity of the Blue Ridge School 501-C and the good work of the Alumni Council.

The Secretary shall be the principal administrator of the affairs of the Association. He shall keep records of all meetings and preserve them in the Alumni Council Office of the School, and report to the Alumni Council at each meeting the progress of the alumni Council accounting, and the latest information on the state of Blue Ridge School.

Committees

All current Alumni Council members are required to serve on at least one committee throughout their term on the Council. Committee Chairmen are elected by a majority vote of the Council. Members can be nominated or volunteer to Chair a committee. Each committee Chairman serves a two year term, but can serve as many consecutive terms as voted by the Council members. Each committee will have one Chairman, but can have any number of Council members or non-members serving on the committee. There is no term limit to the length a member can serve on a committee.

Term

The officers shall each serve a term of three years, with each officer's term covering the same three-year period. The officers' terms as Council members shall automatically be extended to coincide with their three-year terms as officers. Terms for regular Council members will be for three years. A member may serve two three-year terms in succession and then must relinquish his membership to make room for a new member. A former member may ask to be nominated to rejoin the Council after sitting out for one year.

Nomination of Officers

The Alumni Council shall nominate Council members to the Nominating Committee for the offices of the Association.

Elections

Election of officers shall be held by the Alumni Council at a regularly scheduled meeting of the Council at a reasonable time prior to the expiration of the existing officer's term. All elections shall be by secret ballot.

Standing Committees

Executive Committee

The Executive Committee shall consist of the Officers of the Council and the chairpersons of the Standing Committees and Special Committees of the Council. The President is Chairman of this committee. Members present shall constitute a quorum. A simple majority vote of the Members present shall be required to adopt any resolution. It shall have the power to act upon matters, which, in its judgment, might require immediate attention. It shall report all actions so taken at the next meeting of the Council. The Executive Committee will also be responsible to work with the Alumni Council Director to identify and nominate alumni and faculty that may deserve special recognition or to be honored by the Alumni Association and or the school.

Nominating Committee

The Nominating Committee shall consist of up to five (5) Members who shall be elected to committee membership by the Council. Members present at committee meetings shall constitute a quorum. A simple majority of the Members present shall be required to adopt any resolution.

The Nominating Committee shall present names of nominees for the offices of President and Vice President to the Council at the next scheduled meeting. This committee or its duly designated appointee will handle all contacts between the Council and prospective Council members. This committee shall also be responsible for interviewing and orientation of new Members

Advancement Committee

The Advancement Committee shall consist of at least three (3) Members who shall be elected to committee membership by the Council. Members present at meetings of the committee shall constitute a quorum. A simple majority of members present shall be required to adopt any resolution. The purpose of this committee is to work with the Blue Ridge School Development and Admissions Offices to sustain and build supportive relationships between alumni and the School and to promote the school for prospective students and support Annual Fund and capital campaign giving and participation.

Event Committee

The event committee will assist the Alumni Relations office in planning and implementing of various alumni and alumni/student related event. These events should include but not limited to; Alumni Golf Tournament, Homecoming, Career Day, the Alumni Speaker Series, Alumni Spring Weekend, and Senior Day.

Special Committees

In addition to the aforementioned Standing Committees the President shall have the authority to appoint Special Committees for specific purposes, which shall include committees as required for the Council to perform its duties and meet its stated goals. In addition to Members (1-3), the President may appoint, at his discretion, non-Members to serve as members of the Special Committees. Non-members are to be nominated by committee Chairmen to the President for appointing. Council members may serve on as many committees as they wish, but may only Chair one committee at a time.

The President of the Alumni Council or one of the appointed officers is an *ex officio* member of all Special Committees. The purposes of the Special Committees are:

Meetings of all committees

Alumni Council Bi-Annual Meetings

The Alumni Council meetings shall be held annually at the School during the annual Homecoming Day (fall) and at a designated meeting in the spring. Notice of the date and time of both meeting shall be given in advance 30 or more days in advanced. The purpose of the meetings shall be to provide an opportunity for the officers and the Chairpersons from each of the committees to report the activities of the Association to its members and for members to express their views on matters relating to Association business.

Standing Committee Meetings

Standing Committees will meet quarterly, two of which will coincide with the regularly scheduled Council meetings.

Special Committees

The President of the Alumni Council shall ask each Chairman of each special committee to hold no less than two meetings per year in order to perform particular tasks. Then ask the Chairmen of the special committees to report on the meetings at the each of the full alumni Council meetings

Special Meetings

The President may call special meetings of the Council at any time.

Notice of Meetings

Reasonable notice of these meetings (whether Bi Annual, or by Standing Committee or Special Committee) shall be notified to each member, by telephone, mail, express delivery server, facsimile, or email. Any member of the Council may waive his/her notice of any meeting, but a notification to the secretary for Bi-annual meetings and notification to the Chairman of the Standing or Special committee regarding absence is required.

Quorum

A majority of the Council shall constitute a quorum for the transaction of business at any meeting of the Council.

Telephone Meetings

With prior notice to the President, or to the relevant Committee Chair when appropriate, a member of the Council or of a committee designated by the Alumni Council may participate in a meeting of such Council or Committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation in a meeting pursuant to the section shall constitute presence in-person at such meeting.

Voting

All Council members eligible to vote shall be entitled to one vote on each matter submitted to the Council for a vote. Votes may be taken in-person or by proxy at any Bi-Annual, Standing Committee or Special Committee meeting. When it is in the interest of the Alumni Council to do so a vote may be taken by telephone, mail, or electronic means.

Proxies

A Council member may give a proxy only to another voting member of the Members. The proxy shall be limited to a given meeting of the Alumni Council and shall be prepared in writing. No proxy shall be deemed operative unless and until signed by the member of the Alumni Council member granting the proxy and filed with the President of the Alumni Council. Where necessary electronic means of proxy may be granted and email proxies are valid.

Amendment

These by-laws may be amended by a two-thirds vote of the members of the Alumni Council present at any meeting and submitted to the Headmaster and the Board of Trustees for approval.