

Bylaw Template

ARTICLE I – NAME

The formal name of this chapter shall be the _____ Alumni Chapter of the Summit Country Day School Alumni Association.

ARTICLE II – PURPOSE

The purpose of the _____ Alumni Chapter is to support the mission of the Summit Country Day School Alumni Association and to promote in an organized manner the interests of Summit Country Day School in establishing closer contact between the _____ and the constituents of the _____ Alumni Chapter.

ARTICLE III – MEMBERSHIP/VOTING

Chapter membership encompasses all alumni of the Summit Country Day School Alumni Association and are interested in promoting the goals of the _____ Alumni Chapter. (define constituency or geographic region). Voting chapter 'members' are defined as all eligible alumni who actively participate in chapter activities, live within the chapter's geographical boundaries, share a common academic background, share a special interest, work for the same corporate entity or are otherwise eligible to participate in chapter activities as defined by the chapter purpose.

ARTICLE IV – CHAPTER VOLUNTEER LEADERSHIP

Section 1. Officers and at-large members

(a) The officers of the Chapter will include (at minimum) a president, president-elect, past-president. These officers will perform duties prescribed by these bylaws.

(b) Definitions

- a. **Executive Leadership Council** – the governing body for each chapter. The positions on the council must consist of chapter president, past chapter president and chapter president-elect at least.
- b. **Chapter President** – the individual responsible for general and active management of the chapter. This person will preside over chapter meetings and govern the chapter in concert with the chapter president-elect and past chapter president. The term for this position is two years, with an option to renew for one additional term.
- c. **Chapter President - Elect** – shall serve in the president's role in the absence of the president. The term for this position is two years, with an option to renew for one additional term and will transition into the presidential role.
- d. **Past Chapter President** – shall be an advisor to the president and president - elect and shall collaborate with the chapter president and president elect for annual planning of chapter meeting(s) and chapter events. The term for this position is two years, with an option to renew for one additional term.

(c) The Executive Leadership Council will conduct the business of the Chapter and have general supervision of the affairs between its meetings, fix hour and place of meetings and make recommendations to the Chapter.

Section 2. Qualifications

(a) To be eligible for nomination as president, the candidate will have served as Chapter President-Elect during the previous year.

Section 3. Nominations

(a) The Executive Leadership Council shall direct the nomination process to elect new officers. Any Chapter officer or voting member may nominate candidates.

Section 4. Elections and terms

(a) All eligible voters must receive notification of the ballot at least two weeks prior to elections. Candidates are elected by a majority vote of voting members. Elections will take place as determined at the Chapter's annual meeting.

(b) Terms of office are two years with the option to renew for one additional term.

(c) No member shall hold more than one office at a time, and no member will be eligible to serve more than two consecutive terms in the same office unless the Chapter's leadership council grants an exception.

Section 5. Vacancies

The Executive Leadership Council has the authority to appoint a member to complete a term that becomes vacant between elections. The appointee may be nominated to the same office at the next election.

Section 6. Officer Duties

(a) The duties of the president will be to:

- preside at board meetings and other Association meetings
- represent the Chapter at The Alumni Advancement Network meetings.

(b) The duties of the president-elect will be to:

- preside in the absence of the president
- perform such duties as the president and Chapter Executive Board shall assign

(c) The duties of the past president will be to:

- take minutes at the Executive Leadership Council meetings
- send the minutes to the Executive Leadership Council members and Summit staff following the meetings
- perform such duties as assigned the president and Summit Alumni Office.

- inform the Summit Country Day School Alumni Office of changes in the volunteer contact information
- review and regularly reports on the financial operation of the Chapter
- Advise the president and president-elect for annual planning of chapter meeting(s) and chapter events.

ARTICLE V – MEETINGS

Section 1. There will be a minimum of two Executive Leadership Council meetings and at least two events during the fiscal year.

Section 2. Any member of the Chapter may attend an Executive Leadership Council meeting.

Section 3. Representatives of the Summit staff and current Alumni Board members may attend all Chapter meetings.

Section 4. Other individuals not identified above may attend board meetings by invitation of the Executive Leadership Council.

ARTICLE VI – COMMITTEES

Committees, special or standing, will be appointed by the president with the approval of the Executive Leadership Council as deemed necessary to carry on the work of the Chapter.

ARTICLE VII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised may serve as a guide to conduct meetings.

ARTICLE VIII – AMENDMENTS

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members, provided that the amendment has been submitted in writing at the previous regular meeting.