



Columbus School For Girls Alumnae Handbook

August 2023

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1. Introduction to the Handbook

Purpose

The purpose of this Handbook is threefold:

- To communicate to all members of the Alumnae Association Board their roles and responsibilities,
- To articulate to the Columbus School for Girls community at large the Alumnae Association's mission and how it relates to its constituents and to the school.
- To maintain the ties between CSG and its current living alumnae population (4,000+ members residing in 24 countries, 49 states + DC and Puerto Rico.)

Structure

The Handbook is divided into two main sections:

Who We Are

- The Mission of the Columbus School for Girls
- Membership of the Alumnae Association and the Alumnae Association Board
- The Mission and Goals of the Alumnae Association Board
- Responsibilities of Alumnae Association Board Members
- Alumnae Association Board Committees

What We Do

- Alumnae Programs and Events
- Alumnae Weekend
- Class Leadership
- Financial Stewardship
- Other Activities

In addition, Appendix A contains the Bylaws of the Alumnae Association and historical information about the Association can be found in Appendix B and Appendix C.

2. Who We Are

a. The Mission of the Columbus School for Girls

The Mission of the Columbus School for Girls is to empower girls to discover their distinct potential as learners and leaders.

b. The Columbus School for Girls Alumnae Association and Alumnae Association Board

Overview

CSG encourages and seeks the involvement of its alumnae in planning and participating in activities. Alumnae serve on the Board of Trustees, the Legacy Council, as members of school-wide committees and as Class Representatives (Class Reps).

An alumnae association has existed at Columbus School for Girls for nearly 100 years. CSG was founded in 1898 by Florence Kelley and Mary Bole Scott, two courageous and committed women who believed in education for girls and young women. 1931 is the first year of a recorded Alumnae Association, with Mary Elizabeth White Sayre '14 serving as its first President. Since that time, there has been a President of the Association with officers and committees. A full list of past AAB Presidents can be found in Appendix B.

The CSG Alumnae Association consists of all former students of the school, regardless of whether they graduated. Membership is automatic. Honorary members, including members of the faculty or staff, may be elected at any meeting of the Association.

The Alumnae Association Board is the governing body of the Alumnae Association. It is composed of volunteers elected by the Alumnae Association and includes the following:

- No fewer than 10 Members-at-Large who each serve at least one two-year term,
- Two (2) Officers – the President and President-Elect, who each serve a one-year term in that role, and
- Ex Officio members (non-voting) – The immediate past-President of the Alumnae Board; School Liaisons (from the Development Office); representatives of each of the classes holding tenth, twenty-fifth and fiftieth reunions.

c. Working Relationships with School Departments

The Alumnae Association Board works closely with several departments within the school in serving the CSG alumnae community:

- The CSG Development Office is responsible for all fundraising at CSG. The Chief Development Officer and the Assistant Director of Development, Constituency Engagement are the primary school liaisons to the CSG alumnae community.
 - The Assistant Director of Development, Constituency Engagement supports connecting over 4,000 alumnae to the school. They work closely with the Alumnae Association Board President to coordinate meetings, set the agendas and review minutes.
 - With the support of the Networking Committee of the Board, the Development Office implements alumnae events. The Development Office oversees Alumnae Weekend, helps with the compilation of alumnae news and articles for school publications, and assists with the maintenance of the CSG alumnae web pages and CSG Connect, the on-line directory.
 - The AAB Development Committee coordinates with the Development Office to support the school in all its fundraising efforts. Alumnae may work as Class Reps and as members of various development-oriented committees for reunion and capital giving.
- The Marketing and Communications Office oversees CSG's public relations and publications, including the biannual publication, *Forté et Gratum*, a printed magazine sent to the entire CSG community that includes information of interest to alumnae. The AAB Communications Committee supports the Development Office's work with the Marketing and Communications team in these efforts.
- The President of the Alumnae Association Board sits on the Legacy Council, a group of community leaders who will advance the financial security & sustainability of CSG through oversight of investment and fundraising activities. Members will serve in an

advisory role on high impact strategies to support CSG's mission and help guide CSG's development, investment, and endowment strategies. Members are expected to be ambassadors and share the message and strength of a CSG education in our community.

d. Mission and Goals of CSG Alumnae Association

The Alumnae Association of the Columbus School for Girls is the network of graduates and former attendees of the school. Our purpose is to engage all alumnae, both local and out-of-town. We strive to create a sense of community and inclusiveness among all alumnae; to share our wisdom and experiences with the school; to foster meaningful connections between alumnae and the school; to support the school in its effort to empower girls to discover their distinct potential as learners and leaders; and to ensure the future viability and sustainability of the school by leveraging the experience, wisdom and perspective of our alumnae.

The Alumnae Association Board sets annual goals that guide its work, based on the needs and priorities of the school and our community. In the 2021-22 school year, the AAB's goals were to 1) Maintain engagement and giving of current alumnae, and 2) "grow" our network of alums by intentionally connecting with graduates of the last decade, more diverse alumnae, alumnae for whom CSG has missing or inaccurate contact information and non-central Ohio alumnae for whom travel and or expense has been an impediment to engagement. Our Board seeks to support and advance the school's growth efforts by serving as ambassadors and key fundraisers, celebrating and acknowledging successes, and persisting through challenges.

e. Responsibilities of Alumnae Association Board Members

The governing body of the CSG Alumnae Association is the Alumnae Association Board. As leaders in the alumnae and school community, each Board member must be prepared to attend all meetings of the Board each year and give an annual gift to the school. Board members are expected to give notice if unable to attend the meeting. Each Board member is also expected to execute various assignments between meetings and to review materials distributed at and between Board meetings. Board members are expected to serve a two-year term which is renewable once.

f. Responsibilities of Officers

In addition, the Officers have the following responsibilities:

- President:
 - Presides over all meetings of the Alumnae Association and the Alumnae Board
 - Is an ex officio member of the CSG's Legacy Council and attends its meetings,
 - Works closely with Development Office staff to coordinate activities and keep the school informed about the work of the Alumnae Board.
- President Elect:
 - Assists the President in all aspects of the President's role and performs the duties of the President in the President's absence,
 - Supports the Board by taking minutes and distributing meeting agendas and materials,
 - The expectation is that the President-Elect will assume the role as President the year following her election as President-Elect.

g. Standing Board Committees

Each Board member shall serve on one of the four standing Committees of the Alumnae Association Board: Development, Governance, Networking and Communications. Each committee shall have at least two Alumnae Association Board members along with other Alumnae members-at-large and a school liaison. The Committees shall be chaired by a member of the Alumnae Association Board.

The Alumnae Association Board often creates task force groups or ad hoc committees to handle specific tasks or projects. These are not permanent committees, but rather teams that focus on a very specific issue or activity and are dissolved when their work is done.

3. What We Do

The Alumnae Board works in partnership with the CSG Development Office and other school leaders to connect alums with one another, integrate alumnae into the life of the school, and support its students. Alumnae are available to provide input, share ideas and experiences, and help in an advisory as well as participatory capacity.

a. Alumnae Programs and Events

Alumnae programs and events invite alumnae to engage actively with one another and the larger CSG community. These social and educational experiences are intended to meet the needs and interests of a wide range of alumnae and to enrich their lives and the life of the school.

The three signature events that the Alumnae Association organizes with school leadership include:

- **Alumnae Weekend**
Alumnae Weekend, held annually the last weekend in April, celebrates the connection between alumnae and their continuing relationship with the school. Alumnae Weekend is a focal point for class reunions and information- and experience-sharing regarding the state of the school.
- **Alumnae Scholarship Walk**
CSG has always been committed to access for girls from a range of socio-economic backgrounds. Since 1972, the school has supported that commitment through the Scholarship Walk, a school-wide athletic fundraiser. In 2019, the inaugural Alumnae Scholarship Walk occurred when past and present students walk on behalf of future CSG students through regional and solo walks across the country. These walks can be documented and shared using social media with hashtag #CSGeverywhere.
- **Young Alumnae Event**
In an effort to make, keep and deepen relationships with CSG graduates of the last decade (GLAD), an event targeted to Young Alumnae will be hosted annually while returning college students are in Columbus.

Additionally, groups of alumnae may form **Affinity Groups around shared interests or goals. Groups have formed in this spirit i.e. Jewish alumnae, Black alumnae under the sponsorship of the AAB's Networking Committee.**

b. Alumnae Recognition

Alumnae of the Year Description of Award/Selection Process

In 1983, the Columbus School for Girls Alumnae Association initiated an annual award to be given to one of its own members. The committee is appointed annually by the president of the Alumnae Association and is composed of five voting members, representing six decades of CSG alumnae by their class affiliation, and the president. The committee meets in complete anonymity and confidentiality. The president of the Alumnae Association serves as a non-voting convener of the committee and the Director and Assistant Director of Development, also non-voting, do all research/information gathering.

The award winner will:

- Represent the highest principles of CSG
- Have shown consistent interest in and loyalty to the school
- Have made outstanding contributions in her area of endeavor (either career or community)
- Demonstrate the value of CSG education

The essence of the Alumna of the Year Award is to spotlight a woman who stands out from others for her contributions to her chosen career or community life. Although this woman must have attended CSG, she need not be an active volunteer for the school or a current donor. The Alumna of the Year Award is meant to recognize a high level of adult accomplishments.

Athletic Hall of Fame Description of Award/Selection Process

CSG's Athletic Department, Development Office and Alumnae Board sponsor the Athletic Hall of Fame. The purpose of the Athletic Hall of Fame is to pay tribute and extend recognition to those individuals who, through the years, have contributed to Columbus School for Girls in the field of athletics, and who have continued to demonstrate the values learned through their participation in athletics in their daily lives.

Qualifications:

- An athlete will be considered eligible for recognition ten (10) years after the graduation of her class
- A coach or member of the Columbus School for Girls Athletic Department will be considered eligible for recognition after twelve (12) years of service
- Athletes from 1976 on must have earned a minimum of one (1) Varsity Letter
- The record of the individual considered shall be so outstanding that there is no question as to the qualifications necessary for induction. Such record may include, but is not limited to:
 1. National or state recognition of athletic ability
 2. Recognition received at the collegiate level or beyond for athletic ability
- Qualifications and criteria will be based upon the candidate's participation in athletics while attending Columbus School for Girls, as well as their accomplishments after leaving the school
- Consideration will also be given for contributions to health and wellness

c. Class Leadership

Class Representatives

- There are 1-2 Class Reps for each class, whose purpose is to support communications among classmates and the school about milestones, events and fundraising. Class Reps help to ensure that the school has updated contact information on each alum. They solicit and submit news about classmates' lives and help to identify alumnae volunteers for school activities. It is anticipated that Class Reps spend 5-10 hours/year in this work.
- Class Representatives also encourage classmates' participation in the Annual Fund and other fundraising initiatives, with emphasis on bolstering class enthusiasm and increasing alumnae connection with each other and the school.
- The Alumnae Association Board and the AAB Networking / Communications Committees, together with CSG's Development Office, provide support and guidance for the Class Representatives.

Reunion Representatives

10th, 25th, and 50th Reunion Class Representatives will also serve as ex officio members of the Alumnae Association Board during the year prior to their reunions to provide continuity in planning and build awareness on all of the activities of the Alumnae Association during these "high attention" years.

e. Financial Stewardship

Throughout the year, CSG involves alumnae in school stewardship through assisting in fundraising. Members of the AAB Development Committee and other alumnae volunteers support the annual fundraising efforts of the Development Staff by encouraging alumnae contributions to the Annual Fund, capital campaigns, and other special fundraising needs.

f. Other Activities

Beyond these signature events, alumnae awards and recognition, class rep program and attaining fundraising goals, the Alumnae Association Board may decide to provide support for additional activities initiated by individual alumna or alumnae groups, as resources permit. In these instances, the Development Office will not play a role in those activities.

APPENDIX A

CSG Alumnae Association Bylaws

Article I—Name and Membership

The name of this organization shall be the Columbus School for Girls Alumnae Association. Those who have attended Columbus School for Girls are automatically members of the Alumnae Association regardless of whether the student graduated. There also may be Honorary Members, nominated by the Association Board and approved by a vote of the Association, who are members of the Association despite having never attended the school. There shall be no dues levied for membership in the Alumnae Association.

Article II—Purpose

The Alumnae Association of the Columbus School for Girls is the network of graduates and former attendees of the school. Our purpose is to engage all alumnae, both local and out-of-town. We strive to create a sense of community and inclusiveness among all alumnae; to share our wisdom and experiences with the school; to foster meaningful connections between alumnae and the school; to support the school in its effort to empower girls to discover their distinct potential as learners and leaders; and to ensure the future viability and sustainability of the school by leveraging the experience, wisdom and perspective of our alumnae.

Article III—Board Membership

Section 1—Qualifications and Expectations of Board Members

The governing body of the Alumnae Association is the Alumnae Association Board. The Alumnae Association Board shall consist of 10-15 qualified members of the association who have been recommended to join by the Governance Committee and approved by a vote of the Alumnae Association. The following are required qualifications and expectations for each prospective Alumnae Board member:

- Must have attended at least one full academic year from PYC through Form XII at CSG.
- Attend 75% of all Board and Committee Meetings in person or by technology.
- Make a personally significant gift or pledge to the CSG Annual Fund before December 31 in each year of Board member service.
- Participate in and help to plan/facilitate Alumnae Weekend including identification of events, recruiting speakers, planning outings, working the weekend as a host, and communicating with Association members about the Weekend.
- Participate in and to help facilitate additional activities sponsored by the Alumnae Association.
- Serve as an ambassador of CSG in any setting.

Section 2 —Composition of the Board

- No fewer than ten and no more than fifteen members will sit on the Alumnae Association Board.

- At least one person from the Development Office will serve as school liaison to the Alumnae Association Board.
- The Association will be chaired by a President, with a President Elect identified to serve the subsequent year.
- The chairs of the four standing committees of the Board – Governance, Development, Networking and Communications – will be identified from the full board composition. and serve as chairs for a one-year term with the ability to serve multiple terms during their Board service.
- All Board members shall serve a two-year term. A Board member may be considered by the Governance Committee for one additional term. The Governance Committee will consider the following factors in making a recommendation to the Board for a second term of service: the Board self-evaluation results; the Board member’s attendance at and participation in all Board meetings and events, Alumnae Weekend, and other fundraising activities.

Section 3—Job descriptions

1. President

The President of the Alumnae Board shall be the President of the Association and shall preside at all meetings of the Board and the Association. The President is an ex-officio member of all Alumnae Association Board committees and, along with the President-Elect, serves as a leadership liaison to two standing committees of the association board. The President also serves as a member of the Legacy Council of Columbus School for Girls, attends their meetings and shares any business relevant to the Association with the Board.

2. President-Elect

In the absence of the President, the President-Elect shall conduct all alumnae association business. The President-Elect shall automatically assume the position of President the year following election as President-Elect or at an earlier time if a vacancy occurs. She assists the President as needed, including attending any meetings or events the current President is unable to attend and assisting Board committees as necessary including serving as a leadership liaison to two standing committees of the association board. The President-Elect shall take the minutes of proceedings of all Alumnae Association and Board meetings; shall deliver the minutes to the President and Development Office to review the week following each meeting. If any matters require a vote of the association board between regular meetings of the association board, the President-Elect shall disseminate the notice of the matter(s) requiring a vote and collect the votes of the board members via e-mail or other electronic means.

3. Committees

Each Board member shall serve on one of the four standing Committees of the Alumnae Association Board: Development, Governance, Networking and Communications. Each committee shall have at least two Alumnae Association Board members along with other Alumnae members at-large and a school liaison. The Committees shall be chaired by a member of the Alumnae Association Board and their responsibilities are as follows:

- Development

The Development Committee will support the School and its fundraising efforts.

- Governance
The Governance Committee will support the Alumnae Association Board in its work by identifying processes for use in board composition, board engagement, board evaluation and overall board and committee governance.
- Networking
The Networking Committee will advance the Association's goal to provide CSG Alumnae with a range of connections and networks to include, at a minimum, three signature events, outlined in Alumnae Handbook.
- Communications
The Communications Committee will advance the Association's goal to facilitate communication to and between CSG Alumnae and the School.

Each Committee Chair is responsible for organizing and mobilizing a committee of 3-6 members to fulfill the committee's objective(s). Committee chairs determine standing meeting times and present their committee's progress at each Association board meeting.

4. School Liaisons

School Liaisons, the Chief Development Officer (CDO) and designated member(s) of the Development team with responsibility for Alumnae Relations, are partners with the Alumnae Association Board in serving all alumnae in the fulfillment of the Association's purpose and the School's goals. Annual goal-setting occurs between the Association and the School Liaison(s) in the first two months of the fiscal year (July/August) to guide the work of the Association and Board over the fiscal year.

Section 4—Elections

The Governance Committee will oversee the process of Board member elections. This annual process includes conducting Board evaluations, determining vacancies, and overseeing the nominations of new members and officers for the next school/fiscal year.

Any alumna who has served one year on a Board Committee is eligible to be nominated to the Alumnae Association Board. Any alumna who has served one year on the Alumnae Association Board is eligible to be nominated for an Officer position. Both self- and third-nominations are encouraged. The Governance Committee will accept nominations through February. The Committee will present a proposed slate of new members and officers to the Alumnae Association Board for a vote no later than the April Board Meeting, to present the slate of new members and officers to the full Association at the Annual Meeting held at Alumnae Weekend. For the slate to be approved, it must receive a 2/3 majority vote of the Board. New members and officers will start their terms on July 1 to coincide with the School's academic/fiscal year.

Section 5—Membership Resignation, Vacancies and Removal

- Vacancies: When a vacancy exists in the office of the President, the President-Elect shall succeed to the office of President for the remainder of the unexpired term and shall continue to serve as President for the next succeeding term, and the office of President-Elect shall remain vacant for the remainder of the unexpired term. In the event the succeeding President cannot fulfill her duties, the Governance Chair will call a meeting of the Governance Committee consider and recommend to the association board a current board member to fill the vacancy for the remainder of the unexpired term of the President and to recommend a new slate of candidates for the office of

President and President-Elect to be voted upon at the next election. In the event of a vacancy on the board, including any member-at-large vacancies necessary to fulfill the requirements set forth in Section 2 of this Article, the Governance Committee shall meet to consider and recommend to the association board an association member to fill the vacancy for the unexpired term. All nominees to fill vacancies shall be filled by a majority vote of the association board at a meeting of the association board called for that purpose.

- **Resignation:** Any member of the Alumnae Association Board may resign by sending a written resignation via letter or e-mail to the President and School Liaisons. The resignation will be effective immediately upon this notification unless a specified date is given within the resignation letter.
- **Removal:** If a Board member is repeatedly absent, the President and President-Elect shall meet with the member to remind the member of the time commitment necessary to assure a fully functioning Board with the goal of reaching a mutual understanding of the obstacles to service in the short and long term. A member of the Board may be removed with or without cause shown by a two-thirds vote of the Board at a meeting of the association board called for that purpose.

Article IV—Board Meetings

Section 1—General Meetings

There shall be an annual meeting of members of the Alumnae Association to be typically held over Alumnae Weekend. The proposed slate of new Board members and officers shall be presented and elected by a majority vote along with any other business to come to the attention of the Association. Fifty members shall constitute a quorum at any meeting of the Alumnae Association.

Every academic year (July 1-June 30), there will be six (6) general meetings of the Alumnae Association Board. Meeting dates will be determined and may be changed by a majority vote of the entire Board.

Section 2—Notice of Meetings

A calendar of dates and times for all Association Board meetings will be published at the beginning of the academic year. Notice of upcoming meeting dates, times, place and agenda will be provided by e-mail to Board members and to the Association at large two weeks ahead of the meeting date. Alumnae Association Board meetings are open to any alumnae who wishes to attend.

Section 3—Conduct of Meetings and Quorum

The Alumnae Association Board will use virtual meeting technology in all meetings to remove disincentives (travel, traffic, expense, time) from participation in the CSG Alumnae Association. Should the President and President Elect both be unable to attend a meeting of the Alumnae Association Board, the School Liaison will serve as an interim chair and convene and lead the Association Board meeting.

A majority of members present shall be necessary to constitute a quorum for the transaction of business. If a quorum of Board members is not present, informal discussion about Board business may occur and must be documented for voting at the next scheduled meeting.

Article V—Miscellaneous

Section 1—Amendments of Bylaws

The Bylaws may be amended at a regular meeting of the Association in accordance with the following procedures:

- Any member of the Board may propose amending the bylaws by putting forth a proposal to the entire Board for consideration at least fifteen (15) days prior to the Board meeting at which the amendment is to be considered.
- For an amendment to be approved it must have a two-thirds vote of the Alumnae at its general meeting

Section 2— Decision-Making

Voting is by majority unless otherwise specified in these Bylaws.

Any action required by the Alumnae Association Board may be taken without a meeting, if all board members receive notice of the proposed action in writing or by electronic transmission, and a majority of board members consent thereto in writing or by electronic transmission. The writing(s) or electronic transmission(s) shall be filed with the minutes of proceedings of the Board and maintained in the official files. The quorum requirement for any such action shall be as stated in Article IV.

These Bylaws, dated August 2023, supersede all previously amended bylaws of the CSG Alumnae Association Board.

APPENDIX B: Past Presidents of AAB

Term	Name	Class Year
1931-33	Mary Elizabeth White Sayre	1914
1933-34	Adeline Werner Vorys	1912
1934-36	Marion Smith Stoneman	1915
1937-38	Marion Bradley	1913
1940-41	Betty Krumm Overstreet	1928
1942-43	Nancy Young Morrison	1933
1944-45	Jean Butcher Morris	1927
1945-47	Amelia Bigelow Dewey	1929
1947-49	Harriet Hoy Lincoln	1933
1949-50	Shirle Nesbitt Westwater	1936
1952-54	Nancy Jackson Gorrell	1942
1954-55	Mary Kirke Hundley Rix	1935
1955-58	Elizabeth Lucas Meiling	1927
1958-59	Virginia Tice Thomas	1931
1959-61	Margaret Bristol McKenney	1931
1961-62	Helen Stevenson Kirk	1935
1962-63	Elizabeth Gill Kirk	1931
1963-65	Mary Ross Shepard	1929
1965-67	Florence Crocker Scovil	1925
1967-69	Sally Wells Price	1945
1969-71	Ellen Stoneman Vorys	1943
1971-73	Sally Hanna Hoffman	1945
1973-75	Marilyn Ayers	1949
1975-55	Sally Ross Soter	1959
1977-79	Joann King Smith	1961
1979-80	Marjorie Kidd Meade	1954
1980-81	Babette Abel Feibel	1954
1981-82	Barbara Van Fossen Weidner	1967
1982-83	Kitty Morton Epler	1962
1983-84	Mary Jane Dawes Bolon	1954
1984-85	Jane Mitcheltree Werum	1943
1985-86	Jean Kauffman Yost	1965
1986-87	Beth Crane	1969
1987-88	Deborah Ross Rouse	1968
1988-89	Christine Whittman Snyder	1969
1989-90	Linda Johnson Zeigler	1957
1990-91	Jane Kirk Ackley	1965
1991-92	Cynthia Black Jeffrey	1954
1992-93	Susan Millard Dutton	1979
1993-94	Jane Arthur Roslovic	1980
1994-95	Margaret Barton Williams	1957
1994-95	Molly Richardson Morris	1949
1996-97	Connie Aldrich Bodiker	1954
1997-98	Sara Wolfe Perrini	1983
1998-99	Jane Power Mykrantz	1952
1999-2000	Shari McCaskill Lamar	1985
2000-01	Paula Martin Fenner	1974
2001-02	Kate Carlin Giller	1987

2002-03	Susan Culter Meiling	1961
2003-04	Robin Ives Cantowitz	1985
2004-05	Jill Levy	1970
2005-06	Tiffany Burton Duncan	1992
2006-07	Lisa Berger	1987
2007-08	Beth Offenberg Sauer	1987
2008-09	Cecily Chester Alexander	1988
2009-10	Leslie Sawyer	1971
2010-11	Babette Gorman	1969
2011-12	Cathy Jones Willard	1983
2012-13	Colleen Duffy	1984
2013-14	Laurel Marks	1984
2014-15	Paige Shalter Breuning	1989
2015-16	Katie Logan	2001
2016-17	Kacey Chappelle	1998
2017-18	Allison Ansari	2005
2018-19	JoVonna Moxley-Knapp	1996
2019-20	Amy Bodiker Baskes	1990
2020-21	Melinda Snyder	1993
2021-22	Anne Jeffrey Wright	1970
2022-23	Yolanda Nunn	1994
2023-24	Judge Mary Jane Trapp	1974