



St. Anne's-Belfield School Alumni Association Bylaws

Article I: Name

This organization's name shall be the St. Anne's-Belfield School Alumni Association. Within this document, the St. Anne's-Belfield School Alumni Association will also be referred to as the Alumni Association, and the officers collectively shall be called the Alumni Council.

Article II: Purpose

- To enhance the school's mission by fostering school spirit, building pride, and strengthening connections between alumni and the School.
- To serve as ambassadors for the St. Anne's-Belfield of today, promoting awareness of events and celebrating alumni achievements.
- To increase alumni engagement and financial support for the School and build awareness of the Alumni Council among students and alumni.

Article III: Alumni Association Membership

Any former student of St. Anne's-Belfield School, St. Anne's School, or Belfield School who attended for at least one school year is automatically a member of the St. Anne's-Belfield Alumni Association. All members of the Alumni Association have the opportunity to apply to serve on the Alumni Council, the executive committee presiding over the school's Alumni Association.

Article IV: Officers of the Alumni Association

Section 1: The Alumni Council's officers are the President, Vice President, and additional officers as needed.

Section 2: The St. Anne's-Belfield School Chief Advancement Officer and Director of Alumni and Family Engagement will serve as ex-officio officers of the Alumni Council.

Article V: Selection of Officers

Section 1: Candidates are suggested by the Head of School, Chief Advancement Officer, Director of Alumni and Family Engagement, and the Alumni Council's Nominations Committee. The chief criteria for officers are a demonstrated productive interest in the School, as evidenced by prior volunteer service or other activities on behalf of the School, and regular attendance at Alumni Council meetings.

Section 2: The incoming President of the Alumni Council will be selected by the Chief Advancement Officer, the Director of Alumni and Family Engagement, and the current President of the Alumni Council in consultation with the Head of School. The current President and Vice President will work in tandem to appoint the incoming Vice President of the Alumni Council and other officers (when applicable) in consultation with the Chief Advancement Officer and the Director of Alumni and Family Engagement.

Section 3: If a mid-term vacancy should occur, the officers will be informed, and in consultation with the Advancement Office, they will name the replacement for the remainder of the unexpired term.

Article VI: Duties and Terms of Officers

Section 1. The President shall preside at all meetings of the Alumni Council and have general supervision of the affairs of the Alumni Council. They shall be a member ex-officio of all committees of which they are not active members. The President will serve a two-year term and can renew for one additional term.

Section 2. The Vice President shall assist the President in executive matters and perform other duties as the Alumni Council may direct. In the absence of the President, the Vice President shall perform that office's duties. The Vice President does not automatically assume the role of President should a vacancy occur, though they are eligible to become the President of the Alumni Council should they be nominated or

elected to do so. The Vice-President will serve a two-year term and can renew for one additional term.

Article VII: Alumni Council Membership & Terms

Section 1: The Alumni Council shall be comprised of the following members:

- The President and Vice President of the Alumni Council
- 12 - 18 active members, defined as individuals who have completed at least one year as a student at St. Anne's-Belfield School, St. Anne's School, or Belfield School
- The St. Anne's-Belfield School Chief Advancement Officer and the Director of Alumni and Family Engagement shall be members ex officio

Section 2: All members shall have the same rights and privileges, including voting rights.

Section 3: Members shall serve no more than two consecutive three-year terms, as long as they meet the Article VIII expectations. Members are not allowed to run for President in their last year. The Alumni Council President and Vice President shall be eligible to serve a maximum of two additional consecutive terms of one year each if serving in these positions. Members who rotate off of the Council due to the term limits shall be ineligible for re-nomination and re-election as a member for two years. Following the two-year absence, they can be eligible for nomination and re-election to the Alumni Council the next year for an additional two-year term. Terms shall be measured from the first day of the fiscal year, July 1.

Article VIII: Expectations

Active members must meet the following minimum participation expectations to remain in good standing with the Alumni Council. Members who fail to meet these expectations may be asked to discontinue their membership.

- Attend at least two of the three scheduled meetings either in-person or virtually. These meetings will be set for one in the fall, one in the winter, and one in the spring. Members will receive notice of any called meeting at least 14 days in advance. Members who cannot attend a meeting must share their reason for absence before the meeting.
- Make a philanthropic contribution to St. Anne's-Belfield School each fiscal year as a demonstration of commitment to the institution. There is no required dollar threshold for this gift, only participation. However, it is recommended that the gift be meaningful relative to the individual's capacity.

Article IX: Committees

Section 1. Designation and Committee Membership: The Council shall form committees to further the mission of the Alumni Council. These standing committees shall be consistently maintained, and the Council may, by majority vote, designate any additional committee necessary. Members will be asked to rank their committee preferences at the beginning of each school year. The Alumni Council President will make assignments accordingly.

Section 2: Standing Committees: The Council shall consistently maintain the Nominations Committee, the Athletic Hall of Fame and Alumni Awards Committee, the Annual Giving Committee, the Civic Engagement Committee, and the Alumni Weekend Committee. Each Committee shall have a Chair who is responsible for fulfilling the responsibilities of their respective committees and lending guidance to the Council as a whole. The Alumni Council President and/or Vice President shall serve ex-officio on each committee. Non-Alumni Council members may also be members of the standing committees.

- A. The Nominations Committee: This two to three person committee is responsible for recruiting and nominating prospective members and officers for the Alumni Council. Its goal is to identify candidates who best represent the core values and support the mission of St. Anne' s-Belfield School.
- B. The Athletic Hall of Fame and Alumni Awards Committee: This two to three person committee is responsible for serving on the biennial Athletic Hall of Fame Committee and supporting the Head of School and Advancement Office in identifying candidates for the annual Alumni Association Award.
- C. The Annual Giving Committee: This two to three person committee will work as an integral part of the Alumni Annual Giving Committee, collaborating with other non-Alumni Council members to leverage peer-to-peer connections that inspire sustained and impactful alumni giving to the annual fund, which supports the School's mission and enhances the student experience.
- D. The Civic Engagement Committee. This two to three person committee will liaise with the Director of Civic Engagement to encourage and facilitate local and regional alumni participation alongside current students and families in community service.
- E. The Alumni Weekend Committee. This two to three person committee will partner with the Advancement team for on-campus events and boost attendance during Alumni Weekend.

Section 3: In addition to the Standing Committees, the President shall have the authority to appoint special committees for specific purposes, which shall include committees as required for the Alumni Council to perform its duties and meet its stated goals.

Article X: Amendments

These Bylaws may be amended at any Alumni Council meeting, as long as notice of the proposed amendment is provided in writing 14 days prior to the meeting. A majority vote of those present and voting at any meeting at which a quorum is present shall be necessary for adoption.

Addendum A

Alumni Council Committee Descriptions

Nominations Committee

This two to three person committee is responsible for recruiting and nominating prospective members and officers for the Alumni Council. Its goal is to identify candidates who best represent the core values and support the mission of St. Anne's-Belfield School.

Chair Responsibilities:

- Lead recruitment and nomination efforts for Alumni Council and officer roles.
- Coordinate with committee members to evaluate candidates' qualifications and diversity of backgrounds.
- Oversee the nomination process and ensure timelines and requirements are met.
- Report progress and final recommendations to the Alumni Council President and Council as a whole.

Member Responsibilities:

- Assist in identifying potential candidates by reaching out to alumni networks and gathering recommendations.
- Participate in candidate review sessions, providing input on each nominee's qualifications and alignment with Council needs.
- Support outreach efforts to engage and inform nominees about the Council's mission and expectations.

Time Commitment:

- Chair: 2-4 hours per month, with increased engagement during nomination periods; end of calendar and fiscal year.
- Members: 1-2 hours per month during nomination periods, with minimal time required outside of these cycles.

Success Criteria:

- Diverse and mission-aligned slate of candidates.
- Successful nomination and onboarding of engaged alumni for all vacant Council positions.

Available Resources:

- Alumni demographic information and assistance from the Director of Alumni and Family Engagement.
 - Support from the Alumni Council President and school leadership in finalizing nominations.
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Athletic Hall of Fame and Alumni Awards Committee

This two to three person committee is responsible for serving on the biennial Athletic Hall of Fame Committee and supporting the Head of School and Advancement Office in identifying candidates for the annual Alumni Association Award.

Chair Responsibilities:

- Support the selection process for the biennial Athletic Hall of Fame and annual Alumni Association Award.
- Work closely with committee members, the Head of School, and the Advancement Office to identify and vet candidates.
- Ensure that the selection process is thorough, unbiased, and in alignment with award criteria.

Member Responsibilities:

- Actively participate in reviewing Athletic Hall of Fame nominations, award candidates and contribute to selection discussions.
- Assist the Chair in gathering and evaluating nominee information, following selection criteria.
- Help communicate award recipients' stories, sharing why they were chosen to foster community pride.

Time Commitment:

- Chair: 3-4 hours during selection periods.
- Members: 2-3 hours during the selection process.

Success Criteria:

- Transparent and timely selection of award recipients.
- Recognition of award recipients that inspires community pride and celebrates athletic or alumni accomplishments.

Available Resources:

- Support from the Advancement Office for nominee research and logistics.
 - Access to past award recipients' profiles and award criteria.
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Annual Giving Committee

This two to three person committee will work as an integral part of the Alumni Annual Giving Committee, collaborating with other non-Alumni Council members to leverage peer-to-peer connections that inspire sustained and impactful alumni giving to the annual fund, which supports the School's mission and enhances the student experience.

Chair Responsibilities:

- Assist the Advancement team to develop and guide strategies to boost alumni participation in annual giving.
- Collaborate with the Director of Annual Giving to identify giving ambassadors and leverage peer-to-peer connections to encourage donations.
- Coordinate closely with the Advancement team to set and track goals for alumni giving.

Member Responsibilities:

- Serve as giving ambassadors within their alumni networks, promoting the importance of supporting the annual fund.
- Actively participate in brainstorming and implementing strategies to reach more alumni.
- Assist in contacting prospective donors and sharing updates on the impact of alumni contributions.

Time Commitment:

- Chair: 3-5 hours around the Day of Giving, start and end of the fiscal year.
- Members: 2-4 hours around key fundraising initiatives.

Success Criteria:

- Meeting or exceeding alumni participation and donation targets for The Fund for St. Anne's-Belfield.

- Growing a network of alumni giving ambassadors who actively support the school.

Available Resources:

- Advancement team guidance, analytics, and access to giving data.
 - Digital outreach and communication tools for connecting with alumni.
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Civic Engagement Committee

This two to three person committee will liaise with the Director of Civic Engagement to encourage and facilitate local and regional alumni participation alongside current students and families in community service.

Chair Responsibilities:

- Partner with the Director of Civic Engagement to identify and coordinate alumni involvement in community service.
- Organize and lead committee efforts to promote alumni participation in service projects.
- Gather alumni feedback and assess the impact of service activities to inform future programming.

Member Responsibilities:

- Help identify and promote specific service opportunities that align with alumni interests and community needs.
- Participate in service activities and encourage peers to engage in civic projects.
- Share feedback and suggestions for improving alumni engagement in service initiatives.

Time Commitment:

- Chair: 1 hour per month, with increased time for special events or initiatives.
- Members: 1 hour per month, with additional time for specific service events.

Success Criteria:

- Active alumni participation in at least one community service event annually.
- Positive alumni feedback and growing interest in civic engagement opportunities.

Available Resources:

- Support from the Director of Civic Engagement for project planning and coordination.
 - Resources for event planning and outreach from the Advancement team.
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Alumni Weekend Committee

This two to three person committee will partner with the Advancement team for on-campus events and boost attendance during Alumni Weekend.

Chair Responsibilities:

- Collaborate with the Advancement team to plan and promote Alumni Weekend events.
- Lead the committee in engaging alumni from various class years to boost attendance.
- Coordinate with other committees to ensure Alumni Weekend aligns with Council goals.

Member Responsibilities:

- Assist in planning and organizing events, offering input on programming and logistics.
- Reach out to classmates and other alumni to encourage attendance and participation.
- Participate in Alumni Weekend activities, helping with on-the-ground support as needed.

Time Commitment:

- Chair: 1-2 hours per month leading up to Alumni Weekend, with additional time during the weekend.
- Members: 1-2 hours per month leading up to Alumni Weekend, with additional time during the weekend.

Success Criteria:

- Increased and positive feedback from attendees.

- Seamless collaboration with the Advancement team and successful execution of events.

Available Resources:

- Advancement team planning support, alumni contacts, and event-planning resources.
- Communication channels and logistical assistance for on-campus events.