BYLAWS FOR THE TABOR ALUMNI COUNCIL

(As Amended and Approved [11/26])

ARTICLE I
TABOR ALUMNI COUNCIL

The organization shall be known as the Tabor Alumni Council. The principal office of the Council shall be located at Tabor Academy's campus in Marion, Massachusetts.

ARTICLE II
MISSION OF THE COUNCIL

The Mission of the Council overall is to support and grow alumni connections to Tabor, and to demonstrate how Tabor can continue to enhance the lives of alumni and the school community.

The Council members seek to create opportunities for alumni volunteerism at Tabor, promote the hosting and attending of on and off-campus events for Tabor alumni, and communicate with Tabor alumni regarding school updates. The Council strives to have different perspectives and experiences to create a diverse alumni network that cares deeply about the school and wants to stay connected**.**

ARTICLE III
MEMBERSHIP OF THE COUNCIL

Any alum of Tabor Academy who signs up to join the Council shall be considered a member. An alum is any person who has attended Tabor Academy. A list of the members of the Council shall be maintained by the Secretary of the ExCo and updated from time to time as new members join and at least once per fiscal year.

All members of the Council:

A. Serve as ambassadors for Tabor, seeking to enhance the relationship between the school and its alumni and the relationships between the alumni;
B. Foster pride, open communication, and life-long relationships between Tabor and its alumni;
C. Communicate the news and values of the school to the alumni community;
D. Strengthen the bonds among alumni of all generations;
E. Provide and take part in opportunities for social and professional networking to alumni and current students; and
F. Keep alumni connected to life at Tabor and the school's mission.

ARTICLE IV
EXECUTIVE COMMITTEE OF THE COUNCIL

The Tabor Alumni Council Executive Committee, hereinafter referred to as the "ExCo," is the leadership group for the Council comprised of Tabor alumni committed to

engaging with other Tabor alumni, students, faculty, and staff to create and promote meaningful relationships in support of one another, further Tabor's mission of educating and empowering students to connect, serve, and lead, and stay apprised of the day-to-day of life at Tabor. In addition, the ExCo members advise, coordinate, and share information with various Tabor Departments, particularly the Advancement Office, regarding issues or concerns that come to their attention.

ARTICLE V
EXECUTIVE COMMITTEE MEMBERSHIP

The ExCo is comprised of the ExCo Officers and Decade Chairs, as defined below.

A. **ExCo Membership.** The ExCo shall have up to twenty-five members and shall strive to maintain members from a diversity of ages, genders, races, backgrounds, experiences, and interests representative of all Tabor alumni.

B. **ExCo Officers.** The Officers of the ExCo are the President, Vice President, and Secretary. An elected ExCo Officer shall serve for a full term of two years or for the remainder of an unexpired term. Each term shall begin on the first day of Tabor's fiscal year (July 1).

   1. Qualifications. Any person nominated for an ExCo Officer position shall be a Tabor alum who has been a Council Member for at least one calendar year, or an existing member of the ExCo.

   2. Nomination of ExCo Officers. A Nomination for an ExCo Officer position can be made by any ExCo Member.

   3. Nomination Review. Officer nominations are reviewed by the existing ExCo Officers in coordination with the Director of Advancement. Candidates are then interviewed to determine suitability and willingness to serve ahead of any nominations advancing to a vote.

   4. Election of ExCo Officers. Election of an Officer is achieved by a simple majority vote of the ExCo Members. Elections shall take place every two years between April 1 and June 30.

   5. Notification. Council Members shall be informed of the election of ExCo Officers.

   6. Re-Election of ExCo Officers. At the expiration of a two-year term, an ExCo Officer may be nominated and elected for up to two additional terms to the same or a different ExCo Officer position. No ExCo Officer shall be an ExCo Officer (in any position or combination of Officer positions) for more than six consecutive years.

7. Resignations. An ExCo Officer may resign at any time by giving written notice to the other two ExCo Officers and the Director of Advancement. The resignation will take effect at the time specified in the notice or the day notice is received if no time is specified.

8. Removal. An ExCo Officer may be removed with or without cause at any time.

    i. Removal of any ExCo Officer can be proposed by an ExCo Member, or the Director of Advancement.

    ii. Proposed removal must be done in writing to at least one other Officer and the Director of Advancement.

    iii. The Director of Advancement shall advise the other ExCo Officers of Tabor's position regarding the proposed removal.

    iv. Removal is achieved by a simple majority vote of ExCo Members (except for the Officer being considered for removal).

    v. The Council Members shall be informed of the removal of an ExCo Officer.

9. Vacancies. A vacancy of any ExCo Officer position resulting from death, incapacitation, disqualification, removal, or resignation shall be filled via the Nomination process defined above.

C. **Decade Chairs.** The ExCo shall have up to three Decade Chairs for each decade who serve as Primary, Secondary, and Tertiary Chairs, to the extent alumni from each decade are able and willing to participate. The intent is to achieve a broad representation of the years that make up each Decade. A Decade Chair may hold the position for consecutive and unlimited years unless they resign or are incapacitated, disqualified, or removed.

1. Qualifications. Each Decade Chair shall be a Tabor alum who attended Tabor during the respective decade.

2. Nomination of Decade Chairs. A nomination for a Decade Chair position can be made by any ExCo Member, or by any Council Member.

3. Nomination Review. Decade Chair nominations are reviewed by the ExCo Officers in coordination with the Director of Advancement. Candidates are then interviewed to determine suitability and willingness to serve ahead of a nomination advancing to a vote.

4. Election of Decade Chairs. Election of a Decade Chair is achieved by a simple majority vote of ExCo Members.

5. Notification. Council Members shall be informed of the election of Decade Chairs.

6. Resignations. A Decade Chair may resign at any time by giving written notice to the ExCo Officers and the Director of Advancement. The resignation will take effect at the time specified in the notice or the day notice is received if no time is specified.

7. Removal. A Decade Chair may be removed with or without cause at any time.

    i. Removal of a Decade Chair can be proposed by any ExCo Member or the Director of Advancement.

    ii. Proposed removal must be done in writing to at least one other Officer and the Director of Advancement.

    iii. The Director of Advancement shall advise the ExCo Officers of Tabor's position regarding the proposed removal.

    iv. Removal is achieved by a simple majority vote of ExCo Members.

    v. The Council Members shall be informed of the removal of a Decade Chair

8. Vacancies. A vacancy of any Decade Chair position resulting from death, incapacitation, disqualification, removal, or resignation shall be filled via the Nomination process defined above.

D. **Ad Hoc ExCo Committees and Positions**. The ExCo may form ad hoc committees and positions of the ExCo as necessary to address issues of importance to the Council.

E. **Functions of the ExCo.**

1. President. The President shall preside at meetings of the ExCo and Council, facilitate communication between the ExCo, the Council, and the Director of Advancement, and provide general supervision of ExCo and Council affairs in consultation with the Director of Advancement. The President, or any individual designated by the President, shall disseminate all external communications sent on behalf of the ExCo or the Council.

2. Vice President. The Vice President shall assist the President with ongoing duties and special projects, including the preparation for and running of ExCo and Council meetings. In the event of temporary disability or incapacitation of the President or of the death, incapacitation, disqualification, removal, or resignation of the President, the Vice

President shall perform the duties of the President until the President resumes the position or a new President is elected in accordance with these Bylaws.

3. Secretary. The Secretary shall assist the President and Vice President with ongoing duties and special projects and ensure that the administrative and logistical functions of the ExCo and Council are carried out efficiently and professionally. The Secretary shall maintain the current list of all Council and ExCo members and prepare agendas and minutes for each ExCo and Council meeting.

4. Decade Chairs. Each Primary Decade Chair shall ensure, in coordination with the Secondary and Tertiary Chairs, that their constituent alumni receive no less than bi-annual and no more than bi-monthly correspondence containing an update of recent Tabor news, upcoming Tabor events, and other Tabor-related information deemed relevant by the Decade Chairs. Each Decade Chair shall make best effort to attend at least nine ExCo meetings per year. Each Decade Chair shall actively work with other Tabor alumni to recruit and retain alumni volunteers and shall consult with the Director of Advancement regarding reunions and other special interest programming relevant to alumni in their decade.

ARTICLE VI
MEETINGS AND STANDING RULES

A. **Council Meetings.** The Council shall meet at least once per quarter during each fiscal year. Such meetings may be held in-person or remotely (video or phone), but the ExCo shall endeavor to organize at least one in-person meeting of the Council per fiscal year.

B. **ExCo Meetings.**

1. Regular Meetings. The ExCo shall meet at least once per month.

2. Special Meetings. Special meetings of the ExCo may be called by the President or at the request of at least two members of the ExCo.

C. **Council Members** - A Council Member is defined as any person who has signed up to be a member of the Council. Council Members do not participate in ExCo meetings and do not vote on any matters.

D. **ExCo Members** - An ExCo Member is defined as any person serving in an elected position on the ExCo. Elected positions include Officers and Decade Chairs.

E. **Voting.** Any vote set forth in these Bylaws may be conducted electronically.

F. **Fiscal Year.** The fiscal year shall begin on July 1 and end on June 30 of the following calendar year.

ARTICLE VII
ROLE OF THE TABOR ADVANCEMENT OFFICE

The ExCo Officers shall provide the Tabor Advancement Office with regular updates and information regarding the membership and activities of the ExCo and Council. On behalf of Tabor Academy, the Tabor Advancement Office (through the Director of Advancement) may decline in its sole discretion to provide support, funding, information, or resources to the ExCo or Council, or any unreasonable activity or program proposed by the ExCo or Council, for any reason.

These Bylaws, and all subsequent articles and amendments thereto, shall be approved by the Tabor Advancement Office.

The Director of Advancement may delegate or authorize any other member of the Tabor Advancement Office to act in his or her capacity as set forth under these Bylaws.

ARTICLE VIII

REVISIONS AND AMENDMENTS TO THESE BYLAWS

A. **Regular Review of the Bylaws.**

1. The Secretary of the ExCo shall review these Bylaws annually to ensure their consistency with the current views and goals of the Council and the ExCo. The Secretary may delegate this review to another member of the ExCo.

2. An ad-hoc review of these Bylaws may be requested by (i) any ExCo Officer with the consent of the Director of Advancement, which consent shall not be unreasonably withheld, or (ii) at least three ExCo members with the consent of the Director of Advancement, which consent shall not be unreasonably withheld. Upon request and consent, the Secretary (or another member of the ExCo delegated by the Secretary) shall review these Bylaws to ensure their consistency with the current views and goals of the Council and the ExCo.

3. After review, the Secretary may propose any revisions or amendments to these Bylaws by sending, with the consent of one other ExCo Officer, the proposal to the Director of Advancement and the President of the ExCo.

4. Upon receipt and review of the proposed revisions or amendments and with the input and feedback of the Director of Advancement, the President of the ExCo shall present the proposed revisions or amendments to the ExCo. Approval is achieved by a simple majority vote of the ExCo Members.

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