BYLAWS
OF THE
GREENSBORO DAY SCHOOL
ALUMNI ASSOCIATION
PREAMBLE

The following shall be known as the Bylaws of the Greensboro Day School Alumni Association (“Association”). The Bylaws set forth the rules of governance for the Association and are binding on all persons identified in Article III, Section 1 of these Bylaws.
BYLAWS
OF THE
GREENSBORO DAY SCHOOL ALUMNI ASSOCIATION

ARTICLE I

NAME

The name of this organization shall be the Greensboro Day School Alumni Association, hereinafter referred to as “Association.”

ARTICLE II

PURPOSE

The purpose of the Association is to aid and assist Greensboro Day School by carrying out projects and undertakings adopted by the Board. Such projects shall be directed toward encouraging fellowship and friendship among members of the Association and to foster goodwill between members of the Association and others towards Greensboro Day School.

ARTICLE III

MEMBERSHIP

Section 1 Composition.
The Association shall be composed of all persons who have graduated from Greensboro Day School, or who have attended Greensboro Day School and left in good standing.

ARTICLE IV

ALUMNI ASSOCIATION BOARD

Section 1 Composition.
(a) The Board shall be comprised of Officers and other Members of the Association.
(b) The Board shall be comprised of no more than eighteen members and no less than sixteen members.
(c) Board membership is either by nomination by another Board member, self nomination or appointment by the Director of Alumni Programs.
Elections will be announced via email in March before the appointment date. Every member of the Alumni Association is welcomed to submit a nomination. The final decision will be made by the Director and the Board during the spring, and the new Board members will begin their term in August.

Section 2  Responsibilities of the Board.
(a) The Alumni Association Board, hereinafter called “Board,” shall manage the affairs of the Association.

(b) In managing the affairs of the Association, the Board shall have the power and authority to transact all matters of business concerning the Association not specifically reserved another group within these Bylaws.

Section 3  Meetings of the Board.
The Alumni Board shall set the meeting schedule annually, with notice being provided to Board members prior to any meeting date.

Section 4  Duties of Board Members.
Members of the Board shall:
(a) Attend Board meetings and various events sponsored by the Board throughout the year;

(b) Assist in recruiting persons to attend and support events sponsored by the Board and other alumni activities;

(c) Ensure the sustainability of the Annual Fund by both personal contribution and seeking support from Members; and

(d) Demonstrate leadership by serving, or chairing, Alumni Board committees.

ARTICLE V
OFFICERS

Section 1  Officers.
The Association shall have the following officers:
(a) President;
(b) **Past President,** who shall be the President of the immediately preceding term;
(c) **President-Elect;** and
(d) **Secretary.**

**Section 2  Powers and Duties.**
The officers listed in Section 1 of this article shall have the following powers and duties:

(a) **President** (2 year position)
   a. With the advice and counsel of the Director of Alumni Programs, set the agenda and priorities for meetings so as to carry out the objectives and purposes of the Association.

   b. General supervision over the activities of the Association to carry out the goals, objectives and policies of the Association as adopted by the Board.

   c. The President shall also preside over all meetings of the Board and of the Association, and shall perform other such duties as may be assigned by the Board.

   d. Attend all functions of the Association, and whenever possible, meetings for the various Board Committees.

   e. Preside over the Executive Committee.

(b) **President Elect** (1.5 – 2 year position)
   a. Oversight of the Alumni Annual Fund Board committee.

   b. The president-elect shall act as President at all Board and Association meetings at which the President is absent and shall assist the President in the performance of duties.

   c. The President-Elect shall succeed to the office of President should that position be vacated

   d. Be a member of the Executive Committee.

(c) **Secretary** (1 year position)
a. Maintenance of all records for the Association, which shall be done conjunction with the Director of Alumni Programs of Greensboro Day School.

b. The Secretary shall attend and record the minutes of all meetings of the Board and Executive Committee.

Section 3  Elections.
(a) The President, Past President, President-Elect and Secretary shall be elected in accordance with Article IX.

Section 4  Terms.
(a) The President and President-Elect is a 2 year term, and the secretary is a one year term.

(b) No individual may serve more than three consecutive terms.

Section 5  Role of Director of Alumni Programs
The Director of Alumni Programs (“Director) of Greensboro Day School shall:
(a) Serve as staff liason for the Board and, in conjunction with the Secretary, shall also be the custodian of all minutes, records and transactions of the Association.

(b) The Director shall assist in managing funds designated for use by the Association and shall make financial reports to the Board and the Head of School of Greensboro Day School.

ARTICLE VI

EXECUTIVE COMMITTEE

Section 1  Composition of Executive Committee.
The Executive Committee shall be composed of following persons:
(a) The President;
(b) The President-Elect; and
(c) The Secretary.
(d) Other such board members
Section 2  Duties.
When the Board is not in session the Executive Committee shall be empowered to act upon such matters as the Board may delegate.

ARTICLE VII

BOARD COMMITTEES

Section 1  Board Committees.
(a)  Creation
The Board shall have the power to create Board Committees (“Committees”) as needed

(b)  Composition
Committees created pursuant to subsection (a) shall be composed of the following:
a. Board members
b. Persons appointed by the Board from the Association at-large; and

c. Chairperson(s) appointed by the President, in consultation with the Executive Committee.

(c)  Terms
Persons listed under subsection (b) shall serve for a one-year term.

Section 2  Reports to Board.
(a)  The Board shall receive a report on the activities of each Committee from the Chair persons of such committees at each Board meeting.

Section 3  Repeal of Board Committees.
(a)  The Board may repeal any Committee created under Section 1 of this Article.

(b)  Repeal of a Committee pursuant to subsection (a) of this Section shall not prevent the Board from creating the same Committee again at a later date.
ARTICLE VIII

CLASS AGENTS

Section 1  Class Agents.
(a) Class agents shall be recruited by the Director of Alumni Programs.

(b) Each class agent shall serve a minimum of a one-year term.

(c) The primary responsibility of the class agent is to be in contact with his/her class, for the purposes of maintaining accurate information for Alumni Databases and Publications. In addition, the agent may be asked to assist with class reunions.

Section 2  At-Large Class Representatives.
(a) The Executive Committee may appoint At-Large class representatives to assist in general functions and duties of the Alumni Association.

ARTICLE IX

ELECTIONS

Section 1  Officers.
(a) Officers shall be elected by the Board from current members of the Board

(b) Nominations
Nominations for officers shall be taken at the full Board meeting.

(c) Elections
a. Elections shall take place no later than the last week in May for each term.

b. To be elected officer, a nominee must receive a majority vote.
ARTICLE X

REPRESENTATIVES TO THE ALUMNI BOARD

Section 1 Informal Advisors.

(a) The Executive Committee may appoint or otherwise designate a representative from various Greensboro Day School constituencies (i.e., faculty, staff, parents) to serve as informal advisors to the Board.

(b) Persons appointed to the Board under subsection (a) of this section are non-voting affiliated members of the Board. Affiliate members shall also include full-time administration officers and faculty of Greensboro Day School.

ARTICLE XI

AMENDMENTS

Section 1 Bylaws May Be Amended.
Upon recommendation by the Executive Committee, these Bylaws may be amended by a majority vote of the full Board.

Section 2 Requirements.
Any such proposed amendment to these Bylaws shall be:
(a) Published and made available to all Members; and

(b) Submitted to the Executive Committee at least one month prior to the next Executive Committee meeting.

Section 3 Effective Date of Proposed Amendment.
Any proposed amendment that has satisfied the requirements set forth in Section 2 of this Article and subsequently adopted by the Board is effective immediately upon the vote of the full Board.

Section 4 Conflict with Greensboro Day School Bylaws.
No amendment of these Bylaws shall be valid if it conflicts with the Bylaws of Greensboro Day School.
ARTICLE XII

EFFECTIVE DATE

Section 1  Effective Date of Bylaws.
These Bylaws shall become effective immediately upon adoption of the full Board of the Association and approved by the Greensboro Day School Board of Trustees.