



# **Shenandoah Valley Academy Alumni Association**

## **Constitution and Bylaws**

**April 19, 2024**

### **CONSTITUTION**

#### **Preamble:**

We, the alumni of Shenandoah Valley Academy (the Academy), have organized an Alumni Association (the Association) to foster loyalty among alumni and to our alma mater, Christian fellowship among graduates, former attendees, faculty and staff, and to promote the sustainability of the Academy. We hereby pledge to abide by the following constitution as a working basis in the Association activities.

### **ARTICLE I – Organization**

#### **Section I – Name:**

The name of this organization shall be the Shenandoah Valley Academy Alumni Association.

#### **Section II – Membership:**

All graduates of the Academy shall be members of the Association. All faculty members, past and present, as well as non-graduate attendees, shall be honorary members of the Association. Spouses of members and honorary members are cordially invited to attend functions of the Association including business sessions.

#### **Section III – Privilege of Membership:**

All members are entitled to the privilege of attending and participating in the activities of the Association. Attendance shall constitute the power to vote in Association business sessions. Only graduates may serve as elected officers, golf chair, and decade representatives of the Association.

## **ARTICLE II – Officers**

### **Section I:**

The officers of the Association shall be president, vice-president, past-president, and alumni director. The principal of the Academy shall appoint the alumni director, who must be a full-time faculty or staff member.

### **Section II – Term of Office:**

The officers shall be elected for renewable two-year terms. The term shall begin the first Monday following election in the business session. In the case of filling an officer vacancy between business sessions, the term shall begin on the date the officer is appointed by the alumni director.

A. The outgoing president shall serve as past-president.

B. In the case where the president is re-elected for subsequent term or terms, the past president will remain in office until a new president assumes office.

C. In the case where an outgoing president is unable to serve as past president, the past-president may remain in office until a new president assumes office.

D. The alumni director shall serve in perpetuity until his or her duties are reassigned by the principal.

### **Section III – Duties and Expectations of Officers:**

It is expected that officers will champion the Association and the Academy; participate and volunteer in Association events; support and encourage financial giving to the Academy; and support initiatives of the Association.

#### **A. President**

a. The president shall preside over Association business sessions.

b. The president, with the alumni director, shall coordinate the planning and directing of annual alumni homecoming activities held at the Academy, including the appointment of committees and persons to assist in this and other Association functions and initiatives.

c. The president shall serve as a voting member of the Shenandoah Valley Academy Board of Trustees.

d. The president shall preside over honor class roll call alumni homecoming weekend.

#### **B. Vice-President**

a. The vice-president shall carry on functions of the office of president in the absence of the president, and shall assist the president in the planning and directing the various functions and initiatives of the Association.

b. The vice-president shall keep accurate minutes of business sessions, and with the alumni director, shall prepare a copy to be kept on permanent record in the alumni office at the Academy, to be shared with alumni as appropriate and upon request.

C. Past-President

a. The past-president shall assist and advise the Association officers and board in their assigned duties.

D. Alumni Director

a. The alumni director shall be responsible for the planning and directing of annual homecoming weekend activities held at the Academy.

b. The alumni director will provide registration materials and procedures, the roll call roster, as well as oral or written reports as appropriate, to be presented to assembled alumni at homecoming meetings and business sessions.

b. The alumni director shall be responsible for the mailing and/or emailing of promotional materials for distribution to members.

c. The alumni director shall publish notice of all alumni activities.

d. The alumni director shall maintain a database of alumni contact information and giving records.

d. The alumni director shall mail to all alumni, whose contact information has been secured, a notice of the date of the annual alumni homecoming.

f. The alumni director, in consultation with officers, shall nominate officers and decade representatives.

g. The alumni director shall appoint an alumni golf chair.

E. Golf Chair

a. The golf chair, with the alumni director, assists with the organization and promotion of, and fundraising for, alumni golf scheduled annually on the Friday of alumni homecoming weekend.

### **ARTICLE III – Board**

The Association voting board shall consist of the officers, golf chair, and decade representatives.

## **Article IV – Decade Representatives**

### **Section I:**

Two representatives shall be chosen from decades prior to sixty years from the present. One representative shall be chosen from each of the decades starting with the decade 60 years from the present, except two representatives shall be chosen from the two most recent decades.

2024 Example:

Prior to 1959 - 2 representatives

1960s - 1 representative

1970s - 1 representative

1980s - 1 representative

1990s - 1 representative

2000s - 1 representative

2010s-2024 - 2 representatives

### **Section II—Terms of Office:**

Decade representatives shall serve renewable two-year term. Term shall begin on the Monday following the business session, or in the case of a vacancy appointment on the date representative is appointed by the alumni director.

### **Section III—Duties and Expectations:**

It is expected that decade representatives will champion the Association and the Academy; participate and volunteer in Association events; support and encourage financial giving to the Academy; and support initiatives of the Association.

A. Decade representatives shall serve as a conduit for information to the Association board from alumni in their decade, including recommendations for officers, representatives, individual class agents, and as needed help provide honor class information for alumni weekend.

## **ARTICLE V – Meetings**

### **Section I – Business Sessions:**

The Association shall hold business sessions, as warranted, to elect officers and conduct Association business, on the campus of the Academy during annual homecoming weekend.

### **Section II: Quorum:**

The Association may meet in business session when the president, vice-president, or alumni director is there to preside and twenty-five members are present.

### **Section IV: Pro Tempore Chairman:**

If the Association president, vice president, or alumni director is not present to preside in business session, the principal of the Academy is authorized to preside.

## ARTICLE VI – Elections

### Section I:

The Association shall determine the method of voting in business session.

## ARTICLE VII

This constitution may be revised by a two-thirds vote in business session.

### Revision history.

*-- Original Constitution: Adopted in business session by the alumni gathered at the alumni breakfast October 28, 1956, at the Shenvalee Lodge, New Market, Virginia.*

*--Amendments previous adopted incorporated into constitution by the Association interim committee, April 4, 2013*

*-- Amended in business session by the Association during the Friday evening reception during alumni weekend on April 19, 2013, at the W. H. Jones Cafeteria, SVA campus, New Market, Virginia.*

*-- Amended in business session by the Association during the Friday evening reception during alumni weekend on April 18, 2014, at the W. H. Jones Cafeteria, SVA campus, New Market, Virginia.*

*-- Amended in business session by the Association during the Friday evening reception during alumni weekend on April 20, 2018, at the W. H. Jones Cafeteria, SVA campus, New Market, Virginia.*

*-- Revised in business session by the Association during the Friday evening reception during alumni weekend on April 19, 2024, at the W. H. Jones Cafeteria, SVA campus, New Market, Virginia.*