

**THE HAVERFORD SCHOOL  
HAVERFORD, PENNSYLVANIA**

**THE HAVERFORD SCHOOL ALUMNI ASSOCIATION**

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***CONSTITUTION AND BYLAWS***

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Adopted February 6, 1999  
Revised and approved May 13, 2000  
Revised and approved March 18, 2008  
Revised and approved December 9, 2008  
Revised and approved April 20, 2010  
Revised and Adopted: TBD

## ARTICLE I

### *NAME*

The name of this organization shall be The Haverford School Alumni Association (“Association”). The location and post office address of the Association shall be c/o The Haverford School, 450 Lancaster Avenue, Haverford, PA 19041.

## ARTICLE II

### *PURPOSE*

The purpose of the Association shall be (1) to foster the relationship of the alumni to The Haverford School and to each other; (2) to promote the interests and well-being of the School, and (3) to aid the education the School provides to its students.

## ARTICLE III

### *MEMBERSHIP*

Membership of the Association shall include any person who graduated from The Haverford School, or who was a student of The Haverford School for a minimum of one year and left the School in good standing. The School’s Headmaster, Director of Alumni Relations and such others as the Alumni Executive Council deems appropriate shall be ex officio members of the Association. Membership shall also include such other persons that the Alumni Executive Council may select to be members of the Association, including but not limited to faculty and administration members who have served for at least ten (10) years at Haverford. Each of the persons meeting the above stated qualifications shall be referred to herein as “Member”.

## ARTICLE IV

### *GOVERNANCE*

#### Section 4.01. Alumni Executive Council

The business and affairs of the Association shall be directed and managed by the Alumni Executive Council, which shall be the governing body of the Association. The Alumni Executive Council shall have the duty and authority to manage all of the affairs of the Association consistent with these Bylaws. The Alumni Executive Council shall serve as a formal link between the Association and the School and its Board of Trustees.

#### Section 4.02. Numbers

The Alumni Executive Council shall consist of no fewer than fifteen (15) and no more than twenty-five (25) members of the Association inclusive of the current President, Vice-President and Secretary of the Association, and also the immediate past President of the Association, all of

whom shall have voting authority. The Alumni Executive Council shall also include the Director of Alumni Relations and all former Presidents of the Alumni Association, each of whom shall be non-voting ex officio members. The members of the Alumni Executive Council shall be elected in the manner hereinafter provided in Article VII, Section 7.01 of these Bylaws

#### Section 4.03. Terms of Office.

Pursuant to the term limits described herein, the term of office for any Alumni Executive Council member shall commence at the start of the school fiscal year (on July 1) following the fiscal year in which they are elected. The members of the Alumni Executive Council, excluding the officers of the Association, shall serve for a three-year term, and may be re-elected for a maximum of two additional and consecutive three-year terms following consultation with the Director of Alumni Relations and subject to a two-thirds approval of the Alumni Executive Council. A member may serve beyond the maximum term if elected as an Officer of the Association, or until further notice under continuous one-year terms at the discretion of the President and upon two-thirds approval of the Alumni Executive Council. The Director of Alumni Relations and all former Presidents of the Alumni Association shall be permanent members of the Alumni Executive Committee without term limit.

#### Section 4.04. Resignation of Alumni Executive Council Members

A member of the Alumni Executive Committee may resign at any time by delivering a written notice of resignation addressed to the President. Such resignation shall take effect upon its receipt by the President, or at a stated effective date, whichever shall be later. The acceptance of such resignation shall not be necessary to make it effective.

#### Section 4.05. Removal of Alumni Executive Council Members

Any member of the Alumni Executive Council may be removed from office, with or without cause, by a two-thirds approval of the members at any meeting of the members. Any Alumni Executive Council member who fails to attend four (4) consecutive regular meetings shall be removed as an Alumni Executive Council member without a vote and effective upon the closing of the fourth regular meeting which is not attended by the member. Any such member shall be given a warning notice after the third absence, but such warning shall not be required to have been delivered to make the removal effective.

#### Section 4.06. Relationship with Development Office

The School's Director of Alumni Relations and associated staff in the Development office shall handle all administrative matters of the Association.

### ARTICLE V

*OFFICERS OF THE ASSOCIATION*

Section 5.01. Officers

Only members of the Alumni Executive Council may be nominated to serve as an officer of the Alumni Association. The officers of the Association shall consist of a President, Vice-President, Secretary and such other officers with such duties as may be authorized and determined by the Alumni Executive Council. Each officer shall be appointed for and serve a three-year term, and such term shall commence at the start of the school fiscal year (July 1) following the fiscal year in which they were elected.

Section 5.02. President

The President shall call and preside over all meetings of the Association and its Alumni Executive Council, shall support all committees, shall see that all orders of resolutions of the Alumni Executive Council are carried into effect, and shall have such other powers and duties as are incident to the office of the President. The President shall be a member *ex officio* of all committees created by or pursuant to these Bylaws. The President may serve as a member of the School's Board of Trustees if invited to do so by the Trustees. No member may serve more than one term as President.

Section 5.03. Vice President

The Vice President shall perform all duties of the President if he is absent. The Vice President shall also perform such other duties and functions as may be delegated by the President or Alumni Executive Council. No member may serve more than one term as Vice President.

Section 5.04. Secretary

The Secretary shall attend all meetings of the Alumni Executive Council, record attendance, keep and distribute the minutes of all meetings, and maintain a record of the tenure of all members of the Alumni Executive Council. The Secretary shall maintain a current list of all Association members, their addresses, telephone numbers, and class year. The Secretary may rely upon the Director of Alumni Relations and staff to carry out these functions. No member may serve more than one term as Secretary.

ARTICLE VI

*COMMITTEES*

#### Section 6.01. Nominating Committee

The Nominating Committee shall have responsibility for nominating officers of the Alumni Association and members of the Alumni Executive Council as hereinafter described. The Committee shall also nominate persons to fill any vacancies in the Alumni Executive Council or the officers of the Alumni Association. The Nominating Committee shall make every effort to ensure that the Alumni Executive Council and the officers of the Association are broadly represented in terms of age, race, ethnicity, and geographical location. The Committee may have members from the Association at large. The Committee shall also include the Association's President and the School's Director of Alumni Relations as ex officio voting members.

#### Section 6.02. Haverford Fund Committee

The Committee shall carry out the alumni portion of The Haverford Fund program as defined by the Board of Trustees and the School's Development Office.

#### Section 6.03. Alumni Awards Committee

The Committee shall be responsible for recommending to the Alumni Executive Council those alumni who should receive the Distinguished Alumnus Award and the Alumni Service Award, as hereinafter described. These awards are to be presented annually, unless in the judgment of the Alumni Executive Council there is no deserving recipient.

#### Section 6.04. Young Alumni Committee

The Young Alumni Committee shall consist of members who shall have graduated within the last ten years and who shall be appointed by the Committee Chairman with approval of the association President. The Committee shall undertake to foster interest in and support for the School by recent alumni.

#### Section 6.05. Governance Committee

The Governance committee shall be responsible for ensuring good governance on behalf of the Association and the Alumni Executive Council. The committee shall also be responsible for maintenance of the Association Bylaws, including a comprehensive review and reaffirmation of the Bylaws at least every three years.

#### Section 6.06. Ad Hoc Committees

The Alumni Executive Council may at its discretion form ad hoc committees.

### ARTICLE VII

#### *ELECTIONS and APPOINTMENTS*

#### Section 7.01. Alumni Executive Council Members

At its last regularly scheduled meeting of each fiscal year, the Alumni Executive Council shall elect or re-elect, as the case may be, a sufficient number of persons to assure that the size of the Alumni Executive Council for the next fiscal year is within the range set forth in Article IV, Section 4.02 of these Bylaws. In addition, at any time during the fiscal year, the Alumni Executive Council may elect a new member or members to join the Alumni Executive Council. The Nominating Committee shall be responsible for identifying and nominating prospective candidates for membership in the Alumni Executive Council. The candidates shall be elected by a simple majority of the Alumni Executive Council.

#### Section 7.02. Officers

The Nominating Committee shall nominate the officers of the Alumni Association by submitting a proposed slate of officers for approval by the Alumni Executive Council, and then later by the Alumni Association members at the Annual Meeting of the Alumni Association. Alumni Association officers shall be elected by a simple majority of those Alumni Association members voting at the Annual Meeting.

#### Section 7.03. Committee Chairs

Committee Chairs shall be members of the Alumni Executive Council and shall be appointed each year by the President in consultation with the other officers of the Association and the Director of Alumni Relations. Committee Chairs shall appoint the members of their Committees in consultation with the President of the Association and the Director of Alumni Relations.

### ARTICLE VIII

#### *CLASS CHAIRS*

#### Section 8.01. Class Chairs

Any member may serve as Class Chair of his graduating class. There shall be at least one and as many as five Class Chairs for each class. Class Chairs shall be appointed by the Alumni Executive Council with input from the class members and following consultation with the Director of Alumni Relations. Vacancies in the office of Class Chair may be filled by a member of that class on appointment by the Alumni Executive Council in consultation with the Director of Alumni Relations.

#### Section 8.02. Responsibility of Class Chairs

Class Chairs shall serve as the organizers and coordinators for their class, appointing committees and individuals to serve their class with such activities as reunions, fundraising and class notes. Class Chairs shall be responsible for keeping an open line of communication not only between

their classmates and the School, but also among their classmates. The Class Chairs shall also be responsible for supporting The Haverford Fund and taking a leadership position when conducting efforts to raise funds from their classmates for The Haverford Fund or other specific purposes.

## ARTICLE IX

### *MEETINGS*

#### Section 9.01. Meetings of the Association

There shall be one regular meeting of the Association each year, the date and location to be determined by the Alumni Executive Council. Special meetings of the Association may be called at any time by the President and/or the Alumni Executive Council, and must be called upon the written request of twenty-five members of the Association. Notice of all meetings shall be sent to all alumni a minimum of three weeks before the meeting, giving the date, time and place of the meeting. Each member of the Association (other than Honorary Members) shall have the right to vote on matters brought before the Association. Members of the Association may vote by email, but not by proxy, so long as the ballot is received prior to the meeting.

#### Section 9.02. Meetings of the Alumni Executive Council

The Alumni Executive Council shall have no fewer than four meetings annually. A minimum of ten members of the Alumni Executive Council shall be required to call a special meeting of the Alumni Executive Council. Alumni Executive Council meetings may be called at any time with one week prior written notice by the President.

#### Section 9.03. Quorum

A quorum of the Association shall be ten. A quorum of the Alumni Executive Council shall be one half of the Members of the Alumni Executive Council.

#### Section 9.04. Voting

When a vote of the Alumni Executive Council is required, the Alumni Executive Council members may utilize mail, e-mail, and/or conference calls to vote on issues in front of the Council. Any issue voted upon via mail, e-mail, and/or conference call must meet quorum requirements as described in Article IX, Section 9.03. In addition, the vote must be ratified at the next general meeting of the Alumni Executive Council in order for it to become an official act.

#### Section 9.05. Rules

To the extent deemed necessary by the President or, where applicable, Committee Chairs, Robert's Rules of Order shall govern the meetings of the Association, the Alumni Executive Council and its Committees.

## ARTICLE X

### *AWARDS*

#### Section 10.01. Distinguished Alumnus Award

Each year, the Alumni Association may present its Distinguished Alumnus Award to that alumnus who has achieved a level of prominence in his chosen profession or in service to his community or country, who has been recognized publicly for these achievements, and who has exhibited the kind of intellectual, moral and professional character that can inspire Haverford School students, alumni and the community. The recipient should be a graduate of The Haverford School; if not, he should have demonstrated strong ties to the School and, in effect, adopted it as his alma mater. The person shall have attended Haverford for a minimum of four years. Nominations for the award shall be solicited from the Haverford community, especially the alumni. The recipient of the award shall be determined by a simple majority of the Alumni Executive Council.

#### Section 10.02. Alumni Service Award

Each year, the Alumni Association may present its Alumni Service Award to those alumni who have demonstrated loyalty and commitment to the Haverford School and its community through extraordinary effort and dedication. Nominations for the award shall be solicited from the Haverford community, especially the alumni. The recipient(s) of the award shall be determined by a simple majority of the Alumni Executive Council.

#### Section 10.03. Key Man Award

Each year, the Alumni Association may present its Key Man Award to that member of the graduating class whom the Form VI class and faculty believe possess outstanding traits of character, scholarship, intelligence, leadership and enthusiasm. The winner of the award is announced and presented with a token of the award at Commencement. The recipient of the award shall be determined by vote of the School's faculty and Form VI students.

#### Section 10.04. Faculty Service Awards

Each year, the Alumni Association may present awards to those members of the faculty who have served 10 years and 25 years at the Haverford School.

## ARTICLE XI

### *AMENDMENTS*

#### Section 11.01.

These Bylaws shall be reviewed every three years by the Governance committee of the Alumni Executive Council. They may be amended by a two-thirds vote of the Alumni Executive Council, provided that said amendment is given final approval at the next Annual Meeting of the Association.

ARTICLE XII

*FOUNDING DATE*

This Constitution and Bylaws were officially proposed and adopted by the Alumni Executive Council at a meeting held on the 6<sup>th</sup> day of February, 1999.

FOR The Haverford School Alumni Association

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Date

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Branton H. Henderson III '74  
President, The Haverford School Alumni Association