

BB&N ALUMNI COUNCIL HANDBOOK 2024-2025

BB&N Mission Statement

BB&N is an academically excellent, diverse, and inclusive community where students develop into lifelong learners who lead with kindness, curiosity, and integrity. We prepare students to be responsible and open-minded as they engage with the world around them.

Alumni Council Mission and Values

The mission of the Alumni Office is to promote engagement opportunities for a global network of former students through purposeful, equitable, mutually beneficial programs that foster lifelong relationships with each other and to the school. The Alumni Council, situated under the purview of the Alumni Office, serves as a vehicle by which alumni are able to systematically and formally engage with the school and community in ways that are meaningful to them.

Alumni Council Values

- A global lifelong learning environment that promotes and inspires creativity, curiosity, resilience, and sustained engagement
- A diverse, inclusive, authentic community that fosters ethical behavior, habits of thought, and decision-making as well as respect for the identities and perspectives of all
- A culture of high expectations balanced with a strong commitment to support intellectual, social, emotional, and physical well-being

Bylaws of the Buckingham Browne & Nichols Alumni Council (Revised February 2023)

ARTICLE I

PURPOSE – The purpose of the Alumni Council (“AC”) is to lay the foundations of an inclusive, sustainable, transparent alumni council structure that enables BB&N to more equitably and meaningfully serve and connect with its alumni community. The Alumni Council shall:

- A. seek to enrich the lives of alumni by inspiring them to live the values of BB&N and to be a catalyst for lifetime engagement;
- B. promote beneficial relations, especially by serving as a liaison between alumni and BB&N faculty, staff and students and by strengthening connections among alumni;
- C. help the Trustees and administration raise annual and capital funds for BB&N

ARTICLE II

Section 1 – NAME

The name of this body is the Buckingham Browne and Nichols Alumni Council (the “AC”).

Section 2 – STRUCTURE AND COMPOSITION

1. Structure

The AC shall be composed of three (3) bodies and be supported by ex-officio members from the Alumni Office. The bodies shall be (1) Executive Committee, (2) At-Large Council, and (3) Advisory Association. Members of each of the three AC bodies shall each have an increasing amount of engagement and commensurate responsibility.

The structure of the AC can be amended, as needed, by the Alumni Office, the Chair of the AC, and Chair-Elect of the AC.

2. Composition

- **Advisory Association:** This Advisory Association shall contribute to short-term, specific alumni programs events or initiatives as determined by the Alumni Office or the AC. Advisory Association members are not required to participate in regularly scheduled At-Large member meetings, except where in support of their event or initiative. This group shall have the lowest level of engagement and responsibility.
- **At-Large Council:** At-large members shall contribute to the objectives of the AC by actively participating in a committee and fulfilling other duties as assigned by the Alumni Office and the Executive Committee. This group shall have a mid-tier level of engagement and responsibility.
- **Executive Committee:** The Executive Committee shall be composed of committee Leads who shall serve as leads for the committees of the AC, Representatives from the Reconciliation Project, Alumni of Color Network, BB&N Fund, as well as the Chair and Chair-Elect. This group shall have the highest tier of engagement and responsibility.
- **Ex Officio Members**
 - i. The Director of Development and the Associate Director of Alumni Engagement & Giving shall serve as ex officio members of the AC
 - ii. Any other (i) current or former administrative officer of the School, or (ii) current or former member of the faculty of the School designated by the Alumni Office shall serve as an ex-officio member of the AC.

Section 3 – EXECUTIVE COMMITTEE

1. Composition of the Executive Committee

- The Executive Committee (the “EC”) will be comprised of:
 - i. The Chair;
 - ii. The Chair-Elect (when applicable);
 - iii. The Leads of each of the AC committees;
 - iv. One (1) Representative from the Alumni of Color Network (optional);
 - v. One (1) Representative from the BB&N Reconciliation Project;
 - vi. One (1) Young Alumni Representative
 - vii. At-Large members of the AC, as appointed by the Executive Committee and subject to approval by the Alumni Office
 - viii. Ex Officio Members, Alumni Office staff

2. Executive Committee Terms and Appointments

- The Chair of the AC (the “Chair”) shall be selected by the Volunteer Engagement, Governance & Stewardship committee alongside the Alumni Office with input from the Executive Committee to serve for two (2) years as Chair. The Chair shall be limited to one (1) term of two (2) years.
- The Chair-Elect of the AC (the “Chair-Elect”) shall be selected by the Volunteer Engagement, Governance & Stewardship committee alongside the Alumni Office and the current Chair with input from the Executive Committee. The Chair-Elect shall serve in this capacity for the one (1) year immediately preceding their term as Chair.
- The Leads of the AC committees shall be selected by the Chair alongside the Alumni Office and the Volunteer Engagement, Governance & Stewardship committee. The Leads’ shall serve a two (2) year term that can be renewed. The Leads shall be limited to three (3) terms of two (2) years.
 - i. Whenever possible, leads shall be appointed to serve overlapping terms in order to provide continuity to committees.
 - ii. The term of a member who is Lead or a Co-Lead of any committee may be extended by the Chair for up to two (2) years to ensure the continuity of the committee’s work and an effective transition of committee leadership.
- Representatives shall be selected by the Chair alongside the Alumni Office. The Representatives shall serve a one (1) year term that can be renewed. The Representative shall be limited to four (1) year terms.
- Other officers shall be appointed by the Volunteer Engagement, Governance & Stewardship committee alongside the Alumni Office with input from the Executive Committee. Appropriate term lengths and limits for the discharge of their duty shall be determined by the same.

3. Executive Committee Roles & Responsibilities

- **The Chair shall...**
 - i. Provide vision for the strategic direction of the Alumni Council
 - ii. Convene and oversee the Executive Committee
 - iii. Manage the At-Large Council and Advisory Association in collaboration with the Leads
 - iv. Support the Leads of the AC committees as they guide their committees

- v. Serve as a member of the Board of Trustees
- vi. Perform additional functions on behalf of the alumni community for the school
- **The Chair-Elect shall...**
 - i. During their tenure as Chair-Elect, shall work more closely with the Chair to lead the Executive Committee and the at-large AC
 - ii. Perform other functions as requested by the Chair, and the Alumni Office from time to time
 - iii. Perform additional functions on behalf of the alumni community for the school
- **Leads of Alumni Council committees shall...**
 - i. Provide strategic direction and oversight to the AC committees
 - ii. Be active participants in the Executive Committee and help to set strategic direction for the Council at-large
 - iii. Lead at-large alumni members in their committees in the pursuit of strategic committee objectives
 - iv. Bring forward names for new AC members
 - v. Perform additional functions on behalf of the alumni community for the school
- **The Representative shall...**
 - i. Represent their respective committee or community's work, needs, and interests as a member of the Executive Committee
 - ii. Provide a connection point for ideas and information between their respective committee or community and the AC
 - iii. Participate as a member of AC committees with strategic interest in linking the work of the committees to the work happening in their respective committee or community
 - iv. Benefit from the support of the AC for their committee or community's key priorities
- **The Alumni Office shall...**
 - i. Oversee and enforce AC processes, procedures and objectives

- ii. Provide tactical and strategic oversight of the AC such as keeping records and minutes of meetings, and attending to correspondence and sending notices of meetings
- iii. Ensure the work of the AC properly intersects with large goals and objectives of the Alumni Office
- iv. Be the connection point between the AC and the School

4. Executive Committee Meetings

- The Executive Committee shall meet no fewer than two (2) times per year either in-person or virtually. The time and place of each meeting to be determined by the Chair in collaboration with the Alumni Office.
- Additional meetings may be called by the Chair, Chair-Elect or members of the Executive Committee. Notice of any additional meetings shall be sent to all Executive Committee members at least one (1) week before the meeting.
- The Chair shall determine the agenda of all meetings of the Executive Committee in collaboration with the Director of Development and the Chair-Elect. Such agenda shall be sent with the notice of the meeting at least one (1) day before such meeting.

Section 4 – AT-LARGE MEMBERSHIP AND COMMITTEES

1. Qualifications

- Any individual who has been a member of a regular-session class (“Class”) at Buckingham Browne & Nichols for at least one year is considered an Alum once that Class has graduated.
- Any alum of BB&N is qualified to be a member of the AC.
- AC members shall represent a diversity of gender, age, ethnicity, geography, and profession.
- Nominees for the AC shall be approved by the Volunteer Engagement, Governance & Stewardship committee alongside the Alumni Office.
- Members of the AC who do not fulfill their obligations shall, in conversation with the Chair and the Alumni Office, will be invited to consider participation in a body of the AC with less responsibility and commitment (i.e. Executive Committee to At-Large member).

2. At-Large Terms of Office

- The terms for all Council members shall begin on August 1. Each member shall serve a two (2) year term that can be renewed.

3. Committees

- Each member of the Council shall serve as a member of an Alumni Council committee except as otherwise permitted by the Executive Committee.
- The purposes and duties of each Committee shall be established by the Executive Committee and the Alumni Office.
- The approval, removal, and/or amending of such descriptions and the creation or dissolution of any committee shall be at the discretion of the Executive Committee and the Alumni Office.

Section 5 – BUDGET

The Director of Development in conjunction with the Chief Advancement Officer will oversee the preparation and accounting of the AC budget. The fiscal year for the AC will run from July 1 to June 30 each year.

Section 6 – FUNDRAISING

All fundraising initiatives will be presented to and approved by the Director of Development and Chief Advancement Officer, in accordance with the Guidelines for Alumni initiatives.

ARTICLE III

AMENDMENTS – These Bylaws may be amended by a majority vote of the Executive Committee and approved by the Alumni Office.