

**Massanutten Military Academy
Alumni Council
Rules of Governance**

1. Authority

The Alumni Council is an organization of Massanutten Military Academy (MMA). As such, all Alumni Council activities are subject to review, approval, or disapproval of the Academy Administration and subject to its organization and rules of operation.

2. Purpose

The Purpose of the Alumni Council is to perform, coordinate, and facilitate services and activities that assist the MMA's Administration in meeting its mission: "To prepare cadets for their success by delivering structure and a superior educational experience. Our unique approach involves an environment built on collaboration, critical thinking and innovation."

3. The Alumni Council

The Alumni Council consists of the following:

- a. Head of School as President
- b. BOT Alumni Liaison (Appointed by the BOT)
- c. Alumni Members of the four Standing Committees –
 - i. Alumni Outreach,
 - ii. Alumni Events,
 - iii. Alumni Legacy,
 - iv. Alumni Annual Fund

4. Membership

- a. Membership to the Alumni Council is restricted (with the exception of the Head of School) to Alumni of Massanutten Military Academy and all work and activities done as a member of the Alumni Council is (with the exception of the Head of School) volunteer and unpaid.
- b. An "Alumni" is defined as anyone who was enrolled and attended Massanutten Military Academy as a student and served as a Cadet in the MMA Corps of Cadets.

5. Chairpersons

- a. Each of the four *Standing Committees* will be led by a Chairperson serving a two year term, with a Chair-elect in waiting. The initial chairpersons are to be chosen by the HOS with input from BOT Alumni liaison. Subsequent, chairpersons will be selected by each committee. In the event a committee is unable to select a chairperson, selection will revert to the HOS with input from BOT Alumni liaison.

6. Resignation

- a. A Committee Chairperson may resign at any time by giving written notice of resignation to the Head of School. A resignation shall take effect at the time specified in the notice or, if no time be specified, upon receipt thereof. Acceptance of a resignation shall not be necessary to make it effective.

7. Standing Committees

- a. The membership of each committee shall be made up of volunteers approved by the Committee Chairman with no term limits on committee membership.
- b. Alumni Outreach - This committee will serve as (and recruit) Class Secretaries. Class Secretaries shall serve as the primary source of information regarding their classmates and be charged with soliciting news, information, addresses, etc. from classmates and providing a quarterly newsletter to the school. Secretaries also will assist in information flow to their classmates regarding Academy events.
- c. Alumni Events - This committee assists with Homecoming, Founder's Day and alumni participation in Graduation weekend. Off campus event planning will include assisting in recruiting events and supporting Academy teams (sports, band, etc.) at off-campus competitions.
- d. Alumni Legacy - This committee will serve the Academy by aiding in the support of the Alumni Museum, the Long Gray Line, and the annual selection of members to the Alumni Hall of Fame.
- e. Alumni Annual Fund - This committee will lead the annual effort for financial support to the Academy. The responsibility of this committee is to lead the effort in increasing Annual Support both in numbers of alumni who give, and in increased size of gifts.
- f. All Committees can make use of the services provided by the MMA Office of Alumni Relations and Development and other MMA departments as appropriate to meet the requirements of the duties defined above. Provided such use does not interfere with the normal operations of those departments or their employees and does not cost the school additional funds.

8. MMA Staff/Faculty Interaction

MMA Alumni Council Members can provide vital assistance to MMA Employees and this partnership can enhance the programs and performance of the school. MMA Alumni Council members are not employees of MMA and cannot interfere with an MMA Employee's performance of their duties. MMA Alumni Council Members can, and are expected, to offer suggestions and advice and may assist employees in approved activities that are related to the duties that are within the scope of the MMA Alumni Council Rules of Governance, and that do not violate any laws, MMA policies, or regulations, when there is full cooperation and agreement by the involved MMA Employee(s) responsible. In the event that a disagreement arises between an MMA Alumni Member and an MMA Employee regarding how to proceed; the MMA Alumni Member shall defer to the MMA Employee and bring the matter to the attention of their Committee Chairman and the Head of School in a timely manner. All individuals involved are expected to act in a courteous and professional manner.

9. The Executive Committee

The Executive Committee of the Alumni Council shall consist of:

- a. Head of School as President
- b. BOT Alumni Liaison
- c. Chairman of the four Standing Committees –
 - i. Alumni Outreach,
 - ii. Alumni Events,

- iii. Alumni Legacy,
- iv. and Alumni Annual Fund

10. Special Committees

Special Committees may be created by the Alumni Council Executive Committee as needed and are temporary in nature. The chairperson of such committees is not a member of the Executive Committee.

11. Alumni Council Meetings

Meetings of the Full Alumni Council shall be at MMA during Homecoming and Founder's Day weekends.

- a. Quorum - Any number of members present at a Full Alumni Council Meeting shall be considered a quorum, and a majority of the votes cast at a regularly convened meeting shall be sufficient to approve all matters of business. All Alumni Council members shall be entitled to vote at any such meeting.
- b. Business - In meetings of the Alumni Council any business may be transacted that is presented in written agenda form and pre-approved by the President of the Alumni Council (Head of School) at least two weeks prior to the meeting.
- c. Order of Business -The following shall be the usual order of business at regular meetings of the Alumni Council, but the order may be suspended or changed at any time by the vote of a majority of the board members present:
 - i. Prayer;
 - ii. Roll Call;
 - iii. Action on Minutes of Previous Meeting;
 - iv. Reports of Standing Committees;
 - v. Reports of Special Committees;
 - vi. Unfinished Business;
 - vii. New Business;
 - viii. Closing and Adjournment.

12. Code of Ethics

Members of the MMA Alumni Council are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. MMA Alumni Council Members pledge to accept this code as a minimum guideline for ethical conduct and shall:

- a. Accountability
 - i. Faithfully abide by the MMA Alumni Council Rules of Governance and policies.
 - ii. Exercise reasonable care, good faith and due diligence in organizational affairs.
 - iii. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.

- iv. Fully disclose, at the earliest opportunity, information or fact that would have significance in decision-making.
 - v. Remain accountable for prudent fiscal management to Alumni Council members, the MMA School Administration, and nonprofit sector, and where applicable, to government and funding bodies.
- b. Professional Excellence
 - i. Maintain a professional level of courtesy, respect, and objectivity in all MMA Alumni Council and MMA School activities
 - ii. Strive to uphold those practices and assist other MMA Alumni Council members in upholding the highest standards of conduct
- c. Personal Gain
 - i. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit organization they represent.
- d. Equal Opportunity
 - i. Ensure the right of all MMA Alumni Council members to appropriate and effective services without discrimination on the basis of geography, or the political, religious, or socio-economic characteristics of the state or region represented.
 - ii. Ensure the right of all MMA Alumni Council members to appropriate and effective services without discrimination on the basis of the organization's volunteer make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.
- e. Confidential Information
 - i. Respect the confidentiality of sensitive information known due to MMA Alumni Council service.
- f. Collaboration and Cooperation
 - i. Respect the diversity of opinions as expressed or acted upon by the MMA Alumni Council Executive Committee, standing committees and membership, and formally register dissent as appropriate.
 - ii. Promote collaboration, cooperation, and partnership among MMA Alumni Council members.

13. Removal/Termination

Membership in the MMA Alumni Council is voluntary. However, in the event that a member exhibits behavior(s) that harms the good name and reputation of the MAA Alumni Council or Massanutten Military Academy, as determined by the Alumni Council Executive Committee or the Head of School, their membership and any position they hold within the Alumni Council shall be revoked immediately.

In addition, A Standing or *Special* Committee Chairperson may be removed, either with or without cause, at any time by an affirmative vote of two-thirds of the Executive Committee.

14. Hall of Fame

MMA "Hall of Fame" Recognition is reserved for those persons who have made notable contributions to Massanutten Military Academy that manifest as being: ¹extraordinarily loyal and devoted to the school and made a tangible contribution to the building or expansion of the school, the development of an increased level of educational standards, or in support of MMA operations and programs; or ²demonstrating by the example of their lives that they are an inspiration to others to attain and maintain high levels of achievement in a chosen field of endeavor or to make a notable contribution to humanity.

a. Nominations

The Alumni Legacy Committee is responsible for developing a list of nominees for the Hall of Fame Award.

- i. Candidates for nomination may come from any Alumni Member in good standing
- ii. Candidate submissions to the Alumni Legacy Committee must be accompanied by written biographical information that serves to support and justify the Candidate's potential nomination.
- iii. The Names and biographical information of candidates for nomination must be submitted to the Alumni Legacy Committee by March 1st of each year.
- iv. There is no limit to the number of nominees selected by the Alumni Legacy Committee for inclusion on the ballot for the MMA Hall of Fame Award.
- v. The ballot of nominees for the MMA Hall of Fame Award will be voted on by all the Alumni Members attending Homecoming.
- vi. No more than one MMA Hall of Fame Award shall be awarded in any given year.
- vii. The Nominee with a simple majority cast in their favor will be selected as the awardee for that year.
- viii. In case of a tie involving 1,2,3,4, etc., allow all nominees to be inducted.
- ix. The MMA Hall of Fame Award will be presented at an appropriate ceremony during the following Home Coming Celebration at MMA in the Fall.
- x. No one shall be able to receive the MMA Hall of Fame Award more than once.

- xi. In different, special, unique, and unusual circumstances (e.g. an extremely large donation from an individual to the Academy) the Alumni Council Executive Committee can vote nominees into the Hall of Fame without a vote by the Full Alumni Council being required.

15. Changes to Rules of Governance

It may be required from time to time to enact changes to these Rules of Governance so that they allow the work or management of the MMA Alumni Council to be more effective and/or efficient. When such changes are identified they will be presented to the MMA Alumni Council Executive Committee. The Executive Committee will review the proposed changes to the Rules of Governance and will:

- a. Determine if the change(s) is/are warranted and does/do not violate existing rules, laws, regulations, or polices
- b. Make a decision to either support or not support the requested change(s)
- c. Present the proposed changes to the Rules of Governance on a written ballot to be voted on by the membership attending the following Full Alumni Council Meeting.
- d. A 3/5 majority of those Alumni Council Members present and voting at that meeting shall be required to pass any change to the Rules of Governance.