



Santa Clara Vanguard Alumni Association Bylaws

ARTICLE I Overall Purpose

The Santa Clara Vanguard Alumni Association (SCVAA) serves as a representative body composed of Santa Clara Vanguard (SCV) alumni whose purpose is to directly support the Santa Clara Vanguard organization in reaching its goals.

ARTICLE II Mission and Values

The SCVAA seeks to connect, organize, and engage alumni and current members to build a lifelong connection in support of the Santa Clara Vanguard organization. It accomplishes this through fundraising, community outreach, and social activities.

Integrity We are guided by honesty, respect, and trust in all our actions.

Advocacy We promote and educate the community on the value of investing in Vanguard and its members.

Passion We are champions for Vanguard, our alumni, and the attributes that are uniquely Vanguard.

Service We share our time and talent to better the Vanguard organization and our communities.

Community We foster a connection with current members, alumni, and our communities.

ARTICLE III Goals and Objectives

The goals and objectives of the SCVAA include:

- Locate, organize and encourage participation of all SCV alumni in the SCVAA.
- Foster creation of Alumni Chapters organized by common delineations such as geography, year(s) marched, section performed in, or any other meaningful grouping as decided by the chapter organizer.
- Support Alumni social gatherings throughout the year to encourage camaraderie amongst the alumni and help with alumni retention.
- Represent and support Vanguard in the community at public events and gatherings.
- Organize volunteer opportunities to support all Vanguard programs.
- Support local community efforts that provide sponsorship to the Vanguard organization.

- Foster alumni support of active Vanguard members through mentoring and friendship. Ideally, this will create a bond between generations of SCV alumni and promote the transition of current Vanguard members into active alumni as part of the SCVAA.
- Create and foster professional support and create a network among alumni for the purpose of career path support and advancement.

ARTICLE IV Membership

The SCVAA is open to all former marching members in good standing who have completed one performing season in any Vanguard performing program. Any person who has provided instruction to one of the Vanguard programs for one entire season is also welcome in the SCVAA.

ARTICLE V Operating Procedures

For the inaugural SCVAA officers under these bylaws, the SCV Alumni Relations Manager nominated representatives that span the entirety of Vanguard's existence for a term of 1 year. These representatives comprised the voting membership of the SCVAA. Beginning in 2018, officers will be elected by the entire SCVAA.

Voting Members

Representatives that span the entirety of Vanguard's existence elected as officers are elected by all members of the SCVAA that are in good standing with the organization and has attended at least one SCVAA meeting either in person or remotely in the six months prior to participating in a vote.

Officers and Terms of Office

Each November, voting members, by majority vote via proxy or in-person ballots, shall elect the following officers for the terms indicated. Officers shall be installed at the January meeting or the next meeting when elected midterm.

1. President- Two (2) years
2. Vice President/Secretary – One (1) year
3. Treasurer – Two (2) years

Duties of Officers

President

- The President shall preside over meetings of the SCVAA (minimum frequency of quarterly or as on an as-needed basis).
- The President shall chose time and site of SCVAA meetings. Access to remote SCVAA members will be arranged when feasible.
- The President shall represent the interests of the SCVAA and shall work directly with the Alumni Relations Manager and serve as a resource to the Executive Director of the Santa Clara Vanguard.

Vice President/Secretary

- The Vice President/Secretary shall act as the representative of the President as appropriate and, upon request or absence of the President, shall preside over SCVAA meetings.
- The Vice President/Secretary shall perform other duties as assigned by the President.
- The Vice President/Secretary shall maintain the list of voting members, take minutes of meetings, and record action items.
- The Vice President/Secretary shall be prepared to read, on call, records of any business of previous meetings.
- The Vice President/Secretary shall prepare a summary of all unfinished business for the President; and, on direction of the President, prepare an agenda for meetings.

Treasurer

- The Treasurer shall have charge and be responsible for tracking all funds and securities of the SCVAA.
- The Treasurer shall follow SCV accounting procedures for collecting/disbursement and reimbursement of funds.
- The Treasurer shall work in collaboration with the SCV Accounting Manager to ensure proper receipt for monies due and payable to the association from all sources.
- The Treasurer shall, in general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, or by these Bylaws, or which may be assigned to him or her from time to time by the SCVAA.

General Procedures

Each SCVAA officer, upon expiration of his or her term or in case of resignation, shall submit to the SCVAA President within seven days all records, books, funds, and other material pertaining to his or her position. He or she shall make a summary of his or her activities with reference to contacts, type of projects undertaken, and recommendations.

Revising Membership Rules

Recommended changes to the rules for membership as set forth in this document can be brought up by any SCVAA member for discussion at a meeting, and can be voted upon only after at least a month's notice has been given to voting members. Recommendations will be reviewed with the Alumni Relations Manager and approved by the Executive Director of the Santa Clara Vanguard.

Election of Officers

All SCVAA voting members are encouraged to nominate themselves or other willing voting members for election as SCVAA Officers. Candidates for office will be announced at the October meeting, and the SCVAA President will accept nominations of voting members from the floor or by email when nominations are announced.

The SCVAA shall hold regular elections of officers at the November meeting and/or by proxy/email ballot. The voting members, by simple majority vote of those participating in person or by proxy/email vote, shall elect the officers that are available at the time of the vote. Mid-term elections shall be held in cases where an officer resigns or otherwise cannot serve.

All SCVAA officers shall be limited to two consecutive terms, no matter the officer position. Partial terms of officers elected out of the election cycle shall not be considered part of the two term limit. Former SCVAA officers shall recuse themselves from serving as an officer for one year before they can again be elected to serve as an SCVAA officer.

ARTICLE VI Alumni Chapters

The SCVAA consists of different alumni chapters ("Chapters") throughout world. The coordination of the SCVAA is the responsibility of the Alumni Relations Manager or the designated employee of the Santa Clara Vanguard organization. Each Chapter's main goal must be to create opportunities for alumni to connect socially, keep in touch with the organization, and participate in Vanguard activities in support of the objectives and goals of the Santa Clara Vanguard administration and the Santa Clara Vanguard programs.

Vanguard Alumni Chapter Requirements

Each alumni chapter is expected to:

- Have at least one alumnus/a committed to serve as a Chapter Leader volunteer
 - The Chapter Leader is the main point of contact with the Alumni Relations Manager
 - The Chapter Leader ensures continuity of leadership by providing opportunities for new leaders to develop

- Have at least two named Alumni volunteers to help with events and promotion (as a Co-Leader and a Planning Committee member)
 - These leader/volunteers have primary responsibility for the management and spirit of an alumni chapter.
- Each chapter should establish short-range and long-range objectives for the chapter
 - Examples: volunteer with Vanguard, raise funds for Vanguard, volunteer in your community on behalf of SCV, and reach out to younger Alumni
 - File an annual report by November 1st of each year.
 - File a Spring/Summer plan by February 1st with the Alumni Relations Manager detailing plans for the coming season and including a list of chapter volunteers responsible for the various activities
- Plan at least two events per year that serve different purposes (i.e. community service, career/networking, fundraising, family-friendly, etc.)

ARTICLE VII Indemnification of the Vanguard Corporation

Each Chapter operates at its own risk and is responsible for developing their own charter, managing their own financials, and developing their own fundraising strategies. The Corporation shall not be responsible to indemnify, defend, or hold harmless the SCV Alumni Association or any of its Chapters (including and members, participants, officers or directors thereof) for any liabilities of any nature arising out of or relating to their creation, existence, activities or other acts or omission. No Chapter may, directly or indirectly, represent to any person or entity that it is part of the Corporation. No Chapter may use the Corporation's logos, trademarks, or other property in any fashion (including, by way of example, on items marketed or sold to Chapter members or third parties or in marketing collateral) without express permission granted by a license, in writing, only on such terms and conditions as approved by the SCV Board.

ARTICLE VIII Amendment of the Bylaws

These Bylaws may be amended, repealed, or added to or new Bylaws may be adopted, with the exception of Article VIII, at any meeting of the SCVAA at which a quorum is present by the affirmative vote of a two-thirds majority of the members eligible to vote including proxy votes, provided, however that notice of any proposed amendment, repeal, or addition, including a draft thereof, shall be given to the Santa Clara Vanguard Organization/Corporation contact prior to a (what is the adequate notice and what is the process?) meeting at which such amendment is voted upon. Once notice of a proposed amendment, repeal, or addition has been given pursuant to this Article, the eligible voters may adopt the proposed amendment, repeal, or addition, reject it, or adopt it in an amended form by a 2/3 majority.