

OUR CAMP

Our Camp Alumni Association

PROPOSED BYLAWS

OF

THE OUR CAMP ALUMNI ASSOCIATION

(May also be crafted as a Memorandum of Understanding between the camp and the association)

The name of the organization is the *Our Camp Alumni Association*. The organization is an affiliated organization created to draw on the heritage of Our Camp, foster vibrant relations among Our Camp alumni, and provide support and advocacy for the Camp.

Our Camp is an affiliated organization of the _____ organization _____, an IRS 501(c)3 organization duly registered in the state of _____. (Name and address of fiduciary organization.)

The *Our Camp Alumni Association* has not been formed for the making of any profit or personal financial gain. The assets or income (or potential assets or income) of the Our Camp Alumni Association shall not be distributable to the trustees, directors or officers of the organization or its parent organization. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors provided for the benefit of the organization or Our Camp. The organization is organized exclusively for charitable purposes. The organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not participate in political campaigns in any way. The organization shall not attempt to influence legislation. The organization is organized solely for charitable purposes.

ARTICLE 1 MISSION

The Our Camp Alumni Association's goals are to:

- Strengthen and energize the life-long network of friendships built as campers and/or staff members at Our Camp.
- Use the Our Camp relationship network to complement Our Camp's camper recruitment program, strengthen the Camp's fundraising efforts, and promote the Camp's reputation in the communities it serves.
- Use the Our Camp relationship network to promote professional, social and educational opportunities for Association members.
- Take on special projects that benefit the Camp's educational, social and recreational programs.
- Provide advocacy and support that contribute to the Camp's health and vitality.

ARTICLE 2 MEMBERSHIP

The *Our Camp Alumni Association* shall have one class of members. Members are individuals who have submitted a membership request form that has been accepted by the Association's Membership Committee. Members shall be:

- Alumni of Our Camp
- Staff and former staff members at Our Camp
- Parents and grandparents of campers and former campers
- Other individuals who wish to be part of the Our Camp family (friends of Our Camp).

(An alumni association may consider two classes/categories of membership. MEMBERS who actually attended and worked at the camp and ASSOCIATE MEMBERS to include parents, grandparents, friends. The goal is to be inclusive, but for social and professional networking, the association may want to limit certain events to alumni only.)

ARTICLE 3 DIRECTORS AND OFFICERS

The Board of Directors of the *Our Camp Alumni Association* is a non-fiduciary board responsible for overseeing the affairs of the Association. Officers and Directors shall be elected from among members of the Our Camp Alumni Association.

Officers

Officers shall serve two-year terms. Terms served as officers of the Association shall not count toward the satisfaction of term limit guidelines.

Board Chair

The Board Chair is the chief lay leader for the Association. The Board Chair will work with the Our Camp executive staff to establish the strategic direction and operational agenda for the Association. The Board Chair shall preside at meetings of the Association's Board of Directors, appoint Committee Chairs and serve as a member of the Our Camp's Board of Directors.

Chair Elect

The Chair-elect shall serve as the Chair of the Board of Director's Governance Committee. The Chair-elect is the link to effective succession planning for the Association and will, under normal circumstances, succeed the Board Chair.

Secretary / Treasurer

The Secretary / Treasurer is responsible for recording the minutes of all business meetings, overseeing the finances of the Association and preparing the Association's Annual Report to the Our Camp Board of Directors.

Board Members

The Our Camp Alumni Association Board of Directors shall have twelve to fifteen voting members. Directors shall serve a three-year term that is renewable for a second three year term. After serving a two three-year terms, Board members must take a mandatory two-year leave from Board service. Board members who have completed two three-year terms of service and completed the mandatory two year leave of absence, may be re-elected for up to two additional three-year terms. No Director may serve more than four three-year terms.

Board members are expected to attend at least two-thirds of scheduled meetings, serve on at least one committee, make a leadership-level annual gift, participate fully in the activities of the Board and be a primary advocate for Our Camp.

ARTICLE 4 COMMITTEES

The *Our Camp Alumni Association* shall have five standing committees to oversee the primary work of the Association.

Executive Committee

The Board Chair, Chair-elect, Secretary-Treasurer, and the Chairs of Standing Committees shall make up the Executive Committee to oversee the business of the Board between regularly scheduled meetings. Executive Committee actions shall be reported to the full Board within 48 hours and ratified by a vote of the Board in regular session.

Governance Committee

The Governance Committee shall oversee the identification, recruitment, preparation, mobilization and performance assessment of all Board members; all board members will be encouraged to participate in identifying and qualifying prospective Board members. The Governance Committee shall conduct a 360° evaluation of the Association's Board of Directors' and the Alumni Association's performance on an annual basis. The results of the evaluation will be included in the Board of Director's report to the Our Camp Board of Directors. The Governance Committee shall be responsible for planning and carrying out the Association's Annual Meeting. The Chair-elect of the Our Camp Alumni Association shall be the Chair of the Governance Committee.

Alumni Relations Committee

The Alumni Relations Committee shall oversee the planning, implementation and assessment of Association activities designed to build esprit among alumni and their professional, educational and/or social well-being. The Alumni Relations Committee shall also be responsible for planning and carrying out the educational, social and cultural components of the Association's Annual Meeting. In addition, the Alumni Relations Committee may propose an annual dues structure to the Board of Directors and review the dues structure at least every three years.

Camper Recruitment Committee

The Camper Recruitment Committee shall complement and support Our Camp's efforts to recruit and retain a full complement of campers for each camping season. In carrying out its mission, the Camper Recruitment Committee will serve as Our Camp's primary ambassador to key congregations and geographic centers from which most campers are drawn. In addition, the Camper Recruitment Committee may:

- Recruit alumni to help with camper recruitment in their congregation/geographic area
- Collaborate with Our Camp's professional staff to strengthen Our Camp's marketing program
- Assist the Camp's Director in making follow-up calls to parents of prospective campers.

Fundraising Committee

The Fundraising Committee will work directly with Our Camp's executive leadership to determine the priorities for which the Association raises money. The Committee will work with the Director of Development to plan and carry out fundraising activities that:

- Strengthen the Camp's financial aid program
- Provide an annual enhancement to the Camp's facilities or equipment that strengthens the camp's attraction for campers
- Support the camp's capital campaigns.

ARTICLE 5 MEETINGS

The *Our Camp Alumni Association* Board of Directors shall meet quarterly to guide and oversee the work of the Association. One half plus one of the total number of Board members and Officers shall constitute a quorum for the purpose of conducting Association business.

The Board shall hold an Annual Meeting in conjunction with Our Camp's Alumni/Family Shabbat in June of each year. Members attending the Annual Meeting shall constitute a quorum for the purposes of endorsing the slate of proposed Board members and Officers and accepting the Association's Annual Report. Members attending shall also accept the list of new and renewing members for the Association.

**ARTICLE 6
CHANGES IN BYLAWS**

Proposed changes in the By-laws of the *Our Camp Alumni Association* shall be submitted, in writing, to the Association’s Governance Committee. The Governance Committee shall review proposed changes and, if supportive of those changes, submit them to the Association’s Board of Directors and Officers at least thirty days in advance of the Board of Directors meeting in which the change(s) are to be considered. Changes must be approved by a two thirds vote of the Board members and Officers present. The Association Board of Directors shall review the Bylaws every fifth year to insure continued appropriateness and timeliness.

- Additional items that may be specifically addressed in the Our Camp Alumni Association’s action plan:
- Dues structure
 - Membership process
 - Annual fundraising goals and the use of the \$\$
 - Task force on marketing
 - Organizational flow chart illustrating relationship to the Foundation Board and Leadership Council
 - Newsletters
 - Technology and social networking
 - Membership recruitment
 - Updating alumni data; finding missing alumni
 - events

Bylaws Adopted
(date)

FOUNDING OFFICERS, BOARD MEMBERS AND TERMS OF SERVICE

Name	Residential Address	Phone	Email
Chair	_____	_____	_____
Chair-elect	_____	_____	_____
Sec/Treasurer	_____	_____	_____
Directors	_____	_____	_____
_____	_____	_____	_____
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Received by:

Representing Our Camp

Date

Representing the Our Camp Alumni Association

Date

DRAFT