

Constitution and By-Laws

of the *Alumni/ae* Association of the American School of Classical Studies at Athens

Constitution

Article I: Name

The name of this organization shall be: the *Alumni/ae* Association of the American School of Classical Studies at Athens.

Article II: Purpose

The purpose of the association shall be to establish more effective relations between the *Alumni/ae*, the School, and its supporting institutions, to cooperate with the school in suggesting or carrying out proposals looking toward its progress and welfare, and to increase the influence and usefulness of the School.

Article III: Membership

1. All former students and all former members of the academic staff of the school are members of the Association.
2. Honorary members may be elected at any regular meeting of the Association.
3. Associate Membership shall be extended (*upon application, and with the approval of the Director of the School*) to persons who have worked on projects or excavations in Greece, and to persons who have been in the service of the School in the United States *or in Greece*.
4. Members of the Managing Committee who have not been at the School in Athens shall be given Associate Membership.
5. Associate Membership shall not include voting privileges.

Article IV: The Council

1. The activities of the Association shall be regulated by a Council, which shall be known as the Alumni/ae Council of the American School of Classical Studies at Athens.
2. The officers of the Council shall be the officers of the Association.

Article V: Organization of the Council

The Council shall be composed of the following representatives (*all members are voting members*):

1. The Chair of the Managing Committee of the School, ex officio.
2. The *President* and the Secretary-Treasurer of the Association, elected by the *Alumni/ae* Association. The *President* shall serve a term of three years, after which s/he shall continue to serve as a member of the Council for another three years. The term of the Secretary-Treasurer shall be five years.
3. *Five* members elected by the *Alumni/ae* Association. Their term shall be five years. [*Deleted: three members appointed by the Managing Committee*]**
4. The *two* representatives of the Association to the Managing Committee. Their term shall be the three years they serve as representatives.
5. *The Athens Representative of the Association. His or her term shall be the three years s/he serves as representative.*
6. Honorary members, whether members of the Association or not, who for exceptional reasons shall be elected by the Council. Such members shall not exceed two in number at any one time. Their term of office shall be two years.

Article VI: Meetings

1. Of the Association: An annual meeting of the Association shall be held at such time and place as the Council shall determine, unless extraordinary conditions seem to the Council to warrant it. Special meetings may be called at any time by the *President* of the Association, *to include*

- meetings conducted by e-mail, phone, and/or other means of long-distance communication. A quorum of the Association shall be 40.*
2. Of the Council: An annual meeting of the Council shall be held at such time and place as the Council shall determine, unless extraordinary conditions seem to the Council to warrant its omission. Special meetings may be called at any time by the Chair of the Council, *to include meetings conducted by e-mail, phone and/or other means of long-distance communication. A quorum of the Council shall be 5.*
 3. If the annual meeting of the Association is omitted in accordance with the provision in Section 1, the Council shall transact the general business of the meeting and shall conduct the annual elections by mail, *e-mail, and/or other means of long-distance communication.*

Article VII: Fiscal Year

The Fiscal Year for the Association and the Council shall end June 30.

Article VIII: Representatives to the Managing Committee

Two members of the Association shall be elected by the Association to serve as representatives on the Managing Committee of the School. Such representatives shall not be members already of the Managing Committee. Their term of office shall be three years from date of election, except that in 1940 one of them shall be chosen for one year only. The President of the Association shall serve as an *ex officio* member of the Managing Committee, *and these three members, the President and the two elected representatives, will constitute the delegation of the Association to the Managing Committee for the purpose of voting by institution on matters of substance, as specified in the regulations of the Managing Committee.*

Article IX: Athens Representative

One member of the Association shall be elected by the Association to serve as the Association's representative in Athens. Candidates for this post shall normally be chosen from alumni/ae who, during their term of office, will be either resident in Greece or otherwise capable of visiting the School's facilities in Greece frequently. The term of office shall be three years. At the end of his/her term the incumbent may request re-appointment to one additional three-year term. If the Council approves of this request, it will present the re-appointment as a proposal to the Association to be voted on at its annual meeting. If the council and Association approve the reappointment, no election for the post will be held. At the end of a representatives' second term, and of any subsequent term, an election must be held, although the incumbent representative may stand as a candidate.

Article X: Joint Appointments

Two people may be elected to serve jointly as President, Secretary-Treasurer, or Athens Representative. In such cases those two people will share one vote on the Council, but maintain their individual voting status in votes of the Association.

Article XI: Amendments

This Constitution may be amended by a two-thirds vote of the Association, provided thirty days' written notice of such amendments shall have been given to the President of the Association. In the event of the omission of the annual meeting of the Association in accordance with the provision in Article VI, Section 1, this constitution may be amended by a two-thirds vote of members voting by mail, *e-mail, and/or other electronic means.*

By-Laws

I. Officers

The Officers of the Alumni/ae Association and of the Alumni/ae Council shall be a *President*, a Secretary-Treasurer, *and an Athens Representative* who shall be elected by the Association. The term of the President shall be three years, of the Secretary-Treasurer five years, *and of the Athens Representative three years.* Their duties include the following:

A. The duties of the President:

1. The President shall preside at all meetings of the Council. In his/her absence the Association or the Council may elect its presiding officer.
2. The President shall be ex-officio a member of every committee.
3. The President shall supervise the keeping of the roster of membership in the Association, and in cases disputed by any member shall abide by the decision of the Managing Committee of the School.
4. At meetings of the Association or of the Council, the President shall determine the order of business.
5. The President shall have power to appoint committees of the Association.
6. *The President shall serve as chair of the Committee on the Aristeia Award for distinguished alumni/ae, and shall keep the records and documents of that Committee.*

B. The duties of the Secretary-Treasurer:

1. The Secretary-Treasurer shall keep the records of the Association.
2. S/he shall give notice of meetings of the Association.
3. S/he shall send to each member of the Council, after meetings of the Association or the Council, condensed copies of the minutes thereof.
4. S/he shall keep the books, papers, documents, etc. of the Association and the Council, *and shall exercise oversight over official publicity and communications of the Association and the Council, including any aspect of the Association's official presence on the World Wide Web*
5. S/he shall be ex-officio a member of every committee.
6. S/he shall be authorized to receive and disburse moneys of the Association as directed by the Association or its Council and shall report on receipts and expenditures to the Association at its annual meeting.
7. *S/he will be responsible for seeing that elections of the Association are conducted in accordance with Section III of the bylaws.*

C. The duties of the Athens Representative.

1. *The Athens Representative will maintain communication with the faculty, staff and membership of the School in Athens, Corinth and elsewhere in Greece, and report to the Council on any matter that needs the Council's attention*
2. *Normally by December 1 of each year the Athens Representative should gather suggestions from the School community in Greece for the annual Association gift to the School and forward his/her recommendation(s) to the Council. The Athens Representative should be sure to consult with pertinent members of the School staff (e.g., the Director, the Manager of Loring Hall, etc.) on the appropriateness and feasibility of the proposed gift(s).*
3. *The Athens Representative will work with the Secretary-Treasurer and the School staff in Greece to manage the purchasing, delivery and installation of the annual Association gift.*

II. Dues

Annual dues of members of the Association shall be \$25 for employed members and \$10 for students, retired, or un- & under-employed members. *Members may also purchase a Life Membership for \$500, exempting them from payment of annual dues.* Changes in dues must be approved by majority vote of the Council, followed by majority vote of the Association.

III. Voting and Elections

1. Proposals presented to the Association will be voted on at the annual meeting, with decisions determined by majority vote unless specified otherwise in the Constitution or Bylaws.
2. For the election of Association officers, Council members, and Representatives to the Managing Committee, the Council will be responsible for proposing to the Association at its annual meeting a slate of candidates. Additional nominations will be accepted from the floor. *Voting will commence at the meeting and continue after the meeting by mail, e-mail and/or other electronic*

- means. Normally the deadline for voting will be set at a date no later than eight weeks following the meeting. Elections will be decided by a plurality of votes from a quorum of voting members.*
3. *Members who do not attend the annual meeting but who wish to vote in elections in any given year are responsible for providing the Secretary-Treasurer with their current mail and/or e-mail addresses at least four weeks in advance of the voting deadline.*
 4. The terms for those newly elected will normally commence on May 1 of the year in which the election takes place.

IV. Amendments

These by-laws may be amended by a majority vote of the total membership of the Council, or by a majority vote of those present at any meeting of the Council subsequent to one at which notice of proposed changes has been given.

History of the Constitution and By-Laws

1940

Adoption of the Constitution & By-Laws

1944

Article V.5 added

Article VI.1 amended (“, unless extraordinary conditions seem to the Council to warrant its omission” added)

Article VI.2 amended (from “There shall be a meeting of the Council in December” to “An annual meeting of the Council shall be held”)

Article VI.2 amended (from “There shall be a meeting of the Council in December” to “An annual meeting of the Council shall be held”)

Article VI.3 added

Article IX emended (last sentence added)

1945

Article III.3 amended (“(upon application)” added, and spelling corrected)

Article V.2 added

Article V.6 amended (“two years” to “three years”)

Article V.6 amended (“two years” to “three years”)

Article VIII amended (from “two years” to “three years”)

11 May & 27 Dec.

By-Laws I emended (from “annual meeting of the Association in even years for a term of two years and until their successors shall be chosen” to “annual meeting of the Association. The term ...”)

29 Dec.

By-Laws III emended (from “The Council” to “The Chairman of the Council”)

1990s

Article I (and throughout): name emended from “Alumni Association” to “Alumni / Alumnae Association”

By-Laws IV emended (from “shall be one dollar” to “\$20 for employed members and \$10 for students, retired, or un- & under-employed members”)

1999

Article VIII emended (from “Two members” to “Three members”; and last sentence added)

2011

Throughout: references to “Alumni / Alumnae Association” changed to “Alumni/ae Association”; references to “chairman” of the Association changed to “president.”

Constitution:

Article III amended to allow associate membership to applicants who have served the School in Greece.

Article V: Number of Council members elected by the membership emended to five, reference to Council members appointed by the Managing Committee removed; reference to the Athens Representative added.

Article VI: emended to allow for balloting and communication by electronic and other long-distance means.

Article VIII: reference to “Three members” emended to “Two members”; last sentence added.

Articles IX, on the Athens Representative, and X, on joint appointments, added

By-laws:

Chapter I: Duties of the President and Secretary/Treasurer amended to include responsibilities related to the Aristeia Award and to electronic communications; section C on the Athens Representative added.

Chapter II: Changed amounts for annual dues following a vote of the Association; added language pertaining to Life Membership.

Chapter III: Language added to allow for electronic and other long-distance balloting and communications

***Also deleted in Constitution Article 5, Section 3 is historical language relating to the staggered appointment of the first Council members in 1940.*