

Thomas S. Wootton Alumni Association (TSWAA)

Established: July 17, 2025

Founder & President: Harshit Garg

The Thomas S. Wootton Alumni Association is hereby established as the official organization representing all graduates of Thomas S. Wootton High School, regardless of year, location, or profession.

Its mission is to foster lifelong connections among alumni, support current students and faculty through mentorship and philanthropy, and preserve the legacy, pride, and excellence of Wootton High School for generations to come.

Full Mission Statement - Thomas S. Wootton Alumni Association

Mission Statement

The Thomas S. Wootton Alumni Association (TSWAA) exists to unite, support, and celebrate all graduates of Thomas S. Wootton High School, creating a lifelong, inclusive community of Patriots that transcends class years and geographic boundaries.

We are dedicated to:

1. Connection:

Fostering meaningful relationships among alumni, students, faculty, and the wider school community by promoting events, reunions, mentorship, and digital engagement.

2. Legacy:

Honoring the rich history, traditions, and achievements of Wootton alumni while preserving the school's legacy of academic excellence, leadership, and civic impact.

3. Support:

Providing resources and opportunities for professional development, college and career guidance, and philanthropic involvement, ensuring alumni of all ages remain empowered and uplifted.

4. Service:

Giving back through scholarships, volunteerism, and school improvement initiatives that inspire current students and sustain the strength of the Wootton community for generations to come.

TSWAA believes that once a Patriot, always a Patriot—and together, we elevate each other, our alma mater, and the future.

X Vision Statement - Thomas S. Wootton Alumni Association

Our vision is to build the most engaged, empowered, and enduring high school alumni network in the nation—where every graduate of Thomas S. Wootton High School, from every class and corner of the world, feels a lifelong sense of belonging, pride, and purpose.

We envision a living legacy where mentorship flows across generations, where past and present Patriots uplift one another, and where the influence of our alumni shapes the world—locally, nationally, and globally.



Motto (Core Belief)

"Once a Patriot, Always a Patriot."

A timeless declaration of lifelong identity, unity, and loyalty to Wootton.

Slogan (Public-Facing Rally Cry)

"Reconnect. Remember. Rise."

Short, punchy, and versatile — ideal for marketing materials, shirts, email headers, and events. It speaks to:

- Reconnect with classmates and community
- Remember where you came from
- **Rise** to support the next generation

m Executive Board (Updated)

Title Role

President Provides strategic leadership, chairs meetings, and oversees the

mission and vision of the Alumni Association.

Executive Vice

Acts as second-in-command. Oversees internal operations, President coordinates between divisions, and steps in for the President as

needed.

Vice President of **Alumni Awards**

Manages annual alumni recognitions, honors, and hall of fame-

style initiatives. Develops criteria and leads nomination and

selection processes.

Vice President of Leads outreach, communications, events, and programs that keep

Alumni Engagement alumni actively involved with Wootton and each other.

Secretary Maintains meeting records, organizes documentation, and

supports official communications.

Treasurer Manages financial oversight, donations, budgeting, and

scholarship or fundraising accounts.

Thomas S. Wootton Alumni Association - Executive Board and Leadership Roles

President

The President is the chief executive of the Alumni Association, responsible for setting the strategic vision, presiding over meetings, and representing the organization in all official capacities. This role includes approving major initiatives, guiding organizational development, and ensuring adherence to the association's mission.

Executive Vice President

The Executive Vice President serves as the principal deputy to the President, stepping in during the President's absence and coordinating interdepartmental operations. They provide support across all strategic initiatives, oversee performance of vice presidents, and manage internal alignment.

Vice President of Alumni Awards

This Vice President leads the development, nomination, and recognition process for all alumni honors, including Hall of Fame inductions, Distinguished Alumni Awards, and annual service recognitions. They ensure fairness, transparency, and legacy enhancement.

Vice President of Alumni Engagement

The VP of Alumni Engagement fosters strong alumni relations by organizing events, reunions, and social initiatives. They also lead communication efforts to keep alumni informed and involved, using newsletters, social media, and community platforms.

Secretary

The Secretary maintains official records, including meeting agendas, minutes, and correspondence. This role ensures organizational memory, prepares communication drafts, and archives key decisions and governing documents.

Treasurer

The Treasurer manages the association's finances, including budgeting, alumni donations, expense reporting, and scholarship fund oversight. They also prepare financial statements for meetings and ensure compliance with legal and financial regulations.

Director of Alumni Engagement

Reports to the VP of Alumni Engagement. Executes engagement campaigns, supports alumni networking programs, and helps coordinate regional meetups.

Director of Communications

Manages all outward-facing communications, including email campaigns, social media, the alumni website, and press releases. Ensures brand consistency and effective storytelling.

Director of Student-Alumni Relations

Facilitates mentorship programs, career panels, and internship pipelines. Strengthens ties between current students and alumni, often working with school counselors and clubs.

Director of Events & Reunions

Leads the planning and execution of alumni events—especially milestone reunions and annual gatherings. Coordinates logistics, RSVPs, catering, and programming.

Regional Ambassadors

Appointed by the board or recruited voluntarily, Regional Ambassadors promote alumni unity in geographic clusters. They host informal gatherings and help with regional outreach.

Class Year Representatives

Automatically assigned to the Senior Year Class President (or Vice President if the President is unavailable). Serve as the liaison for their graduating class, maintaining year-specific records and outreach.

Faculty Liaison (Optional)

Held by the school principal or designee. Offers insight into current school priorities, fosters school-alumni alignment, and relays key updates from administration.

PTA Liaison (Optional)

Held by the PTA President or designee. Bridges parent initiatives with alumni support, especially around scholarships, events, or mentorship.

Founding President Emeritus

A lifetime honorary title for the association's founder, Harshit Garg. Offers historical insight, legacy continuity, and mentorship to future leaders.

Committee Policy and Structure

Committees shall be created at the discretion of the President with the advice of the Executive Vice President. Each committee must serve a clear purpose aligned with the mission of the Association and have a written scope of responsibilities.

Chairperson Appointments:

- Each committee will be led by a Chairperson.
- Chairpersons may be appointed directly by the President or through nomination and confirmation by the Executive Board.

 Chairpersons must be alumni in good standing and demonstrate relevant expertise or leadership experience.

Committee Membership:

- Committee members may be selected by the Chairperson, subject to approval by the President or Executive Vice President.
- Members must be willing to attend committee meetings, contribute to tasks, and report progress.

Types of Committees May Include:

- Events & Reunions Committee
- Communications & Media Committee
- Alumni Awards Committee
- Fundraising & Scholarship Committee
- Mentorship & Student Relations Committee

Reporting & Oversight:

- Committees will report regularly to the Executive Board.
- The Executive Vice President shall serve as liaison to all standing committees, ensuring cross-functional alignment and progress toward Association goals.

Committees are critical to the success and sustainability of the Association and offer a leadership pipeline for future board and officer roles.

Advisory Board Policy

The Advisory Board consists of individuals who offer institutional insight, community representation, and strategic guidance. While they do not possess voting rights on the Executive Board, their input is highly valued in planning, outreach, and legacy preservation.

Faculty Liaison:

- This position shall be held by the current principal of Wootton High School or a designee chosen by the principal.
- They provide administrative insight and serve as the direct communication channel between the school and the Alumni Association.

PTA Liaison:

- This position shall be held by the Wootton PTA President or their official designee.
- They promote parent-alumni collaboration, particularly around scholarship, mentoring, and volunteerism.

Founding President Emeritus:

A lifetime role held by the Association's founder.

• Offers historical memory, advisory input, and symbolic leadership.

Expectations for All Advisory Members:

- Attend general meetings upon invitation.
- Provide input on matters of policy, partnerships, and outreach.
- Serve as ambassadors of the Association to their respective constituencies.
- Collaborate with Executive Board members as needed to further the mission and vision of the organization.

Advisory Board members play a critical support role in ensuring long-term sustainability and community trust in the Association.

Alumni Suspension Policy

Suspension is a temporary removal of privileges from an alumnus or alumna whose conduct violates the Code of Conduct but does not warrant permanent expulsion. Suspension serves as a corrective and cautionary measure.

Grounds for Suspension May Include:

- Repeated disruptive or disrespectful behavior at Association events
- Harassment of other members or school-affiliated individuals
- Publicly tarnishing the school or Association's name in violation of the Code of Conduct
- Violating policies related to finances, mentorship, or event conduct

Process for Suspension:

- 1. A formal written complaint must be submitted to the Executive Board.
- 2. The Board will review the complaint and provide the accused with an opportunity to respond.
- 3. A majority vote of the Executive Board is required to enact a suspension.

Terms of Suspension:

- Suspension may range from 3 months to 2 years, depending on severity.
- Suspended individuals may not attend events, hold roles, or participate in Association programs.

Appeal Process:

- The suspended member may submit a written appeal to the Executive Vice President.
- The appeal will be reviewed within 30 days.
- A two-thirds vote of the Executive Board is required to overturn a suspension.

Restoration of Status:

 After the suspension period, the individual must re-affirm compliance with the Alumni Code of Conduct. Participation may be restored at the discretion of the President and EVP.

This policy ensures fair treatment while preserving the moral and institutional integrity of the Association.

Alumni Expulsion Policy

Expulsion is the permanent removal of an alumnus or alumna from the Thomas S. Wootton Alumni Association due to grave or repeated violations of the Alumni Code of Conduct. This measure is considered only when rehabilitation or suspension is deemed insufficient to protect the integrity and safety of the Association and its members.

Grounds for Expulsion May Include:

- Criminal behavior involving violence, fraud, or exploitation
- Repeated or egregious violations of the Alumni Code of Conduct
- Demonstrated intent to undermine the mission or stability of the Association
- Persistent harassment or abusive behavior toward members or students
- Willful public defamation of the school or Association with malicious intent

Expulsion Process:

- 1. A formal written charge must be submitted to the President and Executive Vice President.
- 2. The accused must be notified in writing and given 14 days to provide a written response.
- 3. The Executive Board will deliberate in private session.
- 4. A minimum two-thirds vote is required to enact an expulsion.

Appeal Process:

- The expelled individual may submit one final appeal to the full Executive Board within 30 days of notification.
- The appeal must include new evidence or a formal apology.
- Reinstatement requires a unanimous vote of the Executive Board.

Effect of Expulsion:

- Expelled individuals are permanently barred from Association activities, leadership, and communication channels.
- They may not reapply for reinstatement for at least five years following the appeal process.

This policy protects the dignity of the Association and the safety of its members while ensuring due process and proportional accountability.

School Colors and Uniform Policy

The official school colors of the Thomas S. Wootton Alumni Association shall be **red**, **white**, **and blue**, consistent with the school's historic identity and patriotic namesake.

Color Usage:

- All Association branding, digital platforms, and event materials must reflect the official school colors in a respectful and recognizable manner.
- Variants or gradients may be used when appropriate, provided they maintain visual integrity and recognizability.

Dress and Uniform Expectations:

- At official Association events (reunions, speaker series, ceremonies), alumni are encouraged to wear red, white, or blue attire in tribute to school pride.
- The Executive Board may designate special occasions for uniform polo shirts, badges, or pins bearing the Association emblem.

Branded Apparel:

- Any branded merchandise bearing the name or logo of the Association must be approved by the Executive Vice President and Director of Communications.
- Vendors and designs should uphold quality, decency, and alignment with the values of the Association.

Respect and Tradition:

- Use of school colors or logos must always reflect pride, professionalism, and respect for the school's namesake and heritage.
- The Association reserves the right to prohibit or retract designs that are inconsistent with the Code of Conduct.

This policy ensures a unified and dignified visual identity rooted in tradition and school pride.



Preamble:

We, the graduates of Thomas S. Wootton High School, in the spirit of unity, service, and enduring pride, establish this Alumni Association to foster lifelong connections, uphold the values of our alma mater, and contribute meaningfully to our school, our communities, and our country.

Article I: Name and Purpose

- The official name shall be the *Thomas S. Wootton Alumni Association (TSWAA)*.
- The Association exists to:

- Connect all Wootton graduates
- Support current students through mentorship and resources
- Honor the legacy of academic excellence and leadership
- Preserve and promote traditional values rooted in personal responsibility, respect, and civic virtue

Article II: Membership

- All individuals who have graduated from Thomas S. Wootton High School shall be considered members of the Association.
- Membership is automatic and lifetime.
- Members may opt in to communications and programs through an official alumni registry maintained by the Secretary.

Article III: Executive Board

Section 1: Composition

- The Executive Board shall include:
 - President
 - Executive Vice President
 - Vice President of Alumni Awards
 - Vice President of Alumni Engagement
 - Secretary
 - Treasurer

Section 2: Powers and Duties

 The Executive Board shall oversee governance, budgeting, major initiatives, and committee formation.

- The President shall preside over meetings and serve as the public face of the Association.
- The EVP supports operations and internal alignment.
- Each Vice President oversees programs under their domain.

Section 3: Term and Succession

- Officers shall serve two-year terms, renewable once.
- Succession plans must be filed with the Executive Vice President six months before term expiration.

Article IV: Committees

- Committees may be formed by the President with advice from the EVP.
- Each shall be led by a Chairperson and staffed by alumni volunteers.
- Standing Committees include:
 - Events & Reunions
 - Communications & Media
 - Alumni Awards
 - Fundraising & Scholarships
 - Mentorship & Student Relations
- The EVP shall monitor committee effectiveness and ensure cross-functional alignment.

Article V: Class Year and Regional Leadership

- Class Year Representatives are the Senior Year Class Presidents of each graduating class. If unavailable, the role passes to the Senior Year Vice President.
- Regional Ambassadors are appointed volunteers coordinating outreach by geography.

Article VI: Advisory Board

- Non-voting advisory members include:
 - Faculty Liaison (school principal or designee)
 - **PTA Liaison** (PTA President or designee)
 - Founding President Emeritus (Harshit Garg, lifetime)

Advisory members may attend board meetings and offer counsel on matters of legacy, community alignment, and school partnerships.

Article VII: Meetings

- General board meetings shall occur quarterly.
- A full alumni meeting may be called annually or at major reunions.
- The Secretary shall issue notice no fewer than 14 days in advance.

Article VIII: Finance and Fundraising

- The Treasurer shall maintain full financial records and present updates quarterly.
- All fundraising campaigns must be pre-approved by the Executive Board.
- Funds may be used only for programs that align with the Association's mission, including scholarships, events, and communications.

Article IX: Amendments

- Amendments may be proposed by any Executive Board member.
- Approval requires a two-thirds majority vote of the Executive Board.

Alumni Code of Conduct (Conservative Edition)

The Thomas S. Wootton Alumni Association expects all members to uphold the highest standards of personal integrity, respect for tradition, and service to others.

1. Respect for School and Country

- Alumni shall conduct themselves with honor when representing Wootton or engaging with its students.
- Patriotism, gratitude for public service, and support for constitutional freedoms are foundational to our community identity.

2. Accountability and Personal Responsibility

 Alumni are expected to demonstrate maturity, follow through on commitments, and accept responsibility for their actions, especially when in leadership or mentorship roles.

3. Support for Civic Virtue

 Members shall treat others with respect regardless of political or religious views and work to strengthen the moral and civic fabric of the Wootton community.

4. Zero Tolerance for Disruptive Behavior

Hate speech, political extremism, substance abuse advocacy, or content that diminishes
the values of academic discipline or moral character will not be tolerated at Association
events or platforms.

5. Mentorship and Service Ethos

• Alumni should strive to uplift others, especially younger generations, through mentorship, job opportunities, and personal example.

6. Honor Legacy

 Members must avoid actions that publicly tarnish the name, legacy, or reputation of Thomas S. Wootton High School or its graduates.

7. Enforcement

• Violations of the Code may result in temporary or permanent exclusion from events or leadership roles, subject to Executive Board review.

Expanded Standard Operating Procedures (SOPs)

Thomas S. Wootton Alumni Association (TSWAA)

I. General Meetings

Purpose: To provide all Wootton alumni with a transparent, inclusive forum to hear updates, celebrate accomplishments, ask questions, and strengthen community ties.

Frequency:

- Minimum once per year
- May be held in conjunction with major reunions or strategic launches

Required Notice:

- Must be announced to all registered alumni via email, website, and social platforms at least 30 days in advance.
- Final agenda must be published 7 days prior to the meeting.

Planning Timeline:

- 45 Days Prior: Secure venue and date
- 30 Days Prior: Send "Save the Date" and logistics overview
- 14 Days Prior: Collect submissions for open forum/questions
- 7 Days Prior: Distribute final agenda

Suggested Roles:

- Emcee (typically the President)
- Timekeeper (assigned by Secretary)
- Greeters / Check-in (staffed by Ambassadors or Committee Chairs)

Opening Protocol:

- Begin all General Meetings with:
 - 1. The **Pledge of Allegiance**, led by a veteran or student representative
 - 2. The National Anthem, sung or played live/recorded
 - 3. The **Wootton High School Alma Mater**, sung by alumni chorus, student ensemble, or via official recording

Follow-Up:

- Minutes finalized and approved within 72 hours
- Summary email and recordings sent within 7 days
- Outstanding questions answered publicly online if time ran out

II. Committee Meetings

Purpose: To advance specialized initiatives, collaborate on tasks, and maintain momentum across operational areas.

Frequency:

- Ideally monthly
- Minimum once per quarter

Agenda Protocol:

- Chairperson drafts and shares agenda at least 48 hours in advance
- Standing template should include:
 - 1. Roll Call
 - 2. Review of Previous Tasks
 - 3. Current Progress
 - 4. New Business
 - 5. Task Assignments
 - 6. Next Meeting Date

Meeting Facilitation Tips:

- Begin and end on time
- Assign a note-taker separate from the Chair
- Use a parking lot list for off-topic issues

Patriotic Moment (Optional):

• Chairs are encouraged to open quarterly meetings with the **Pledge of Allegiance** and/or a moment of reflection on community service or national values.

Post-Meeting Actions:

- Action items submitted to EVP via shared platform (e.g., Google Docs) within 5 business days
- Missed attendance recorded for accountability

III. Executive Board Meetings

Purpose: To govern the Association's overall direction, uphold bylaws, manage financial decisions, and provide strategic oversight.

Frequency:

- Quarterly, at minimum
- May include emergency or special sessions

Agenda Distribution:

- Secretary must distribute draft agenda 7 days in advance
- Board members may submit proposals up to 5 days before the meeting
- Final agenda locked 3 days before the meeting

Quorum Requirements:

• A quorum (50% + 1 of voting officers) must be present for votes to proceed

Opening Protocol:

 Meetings should begin with the Pledge of Allegiance and a short reading of the mission of the Alumni Association

Motion & Voting Process:

- Motions must be seconded
- Majority vote required to pass routine decisions
- Two-thirds vote required for policy changes or officer appointments

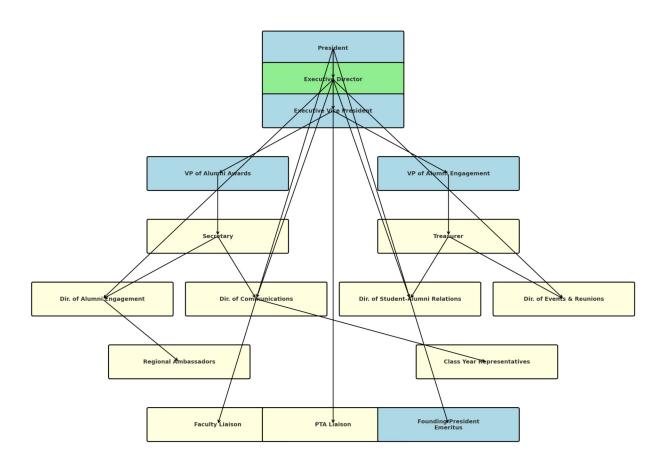
Meeting Conduct Standards:

- Roberts Rules of Order may be followed informally to maintain structure
- Closed sessions may be called by the President for sensitive matters

Documentation:

- Minutes must capture all motions, votes, and action items
- Archives maintained digitally and reviewed annually for continuity

TSWAA - Full Organizational Chart with Executive Director





Thomas S. Wootton ALUMNI ASSOCIATION



m President (Founder/Chairman)

Role Summary:

The **President** is the **visionary leader** and **public face** of the Alumni Association. They are the ultimate authority on all strategic, legal, ceremonial, and cultural decisions.

Core Responsibilities:

- Sets the **strategic vision** and approves all major initiatives
- Chairs all Executive Board meetings
- Appoints officers, chairpersons, and special positions
- Represents the Association in official communications, partnerships, and public settings
- Serves as the final authority in disciplinary matters (e.g., suspensions, expulsions)
- Maintains lifetime legacy and historical continuity (especially if Founder)

Key Traits:

- Statesmanlike
- Legacy-builder
- High-level delegator and final decision-maker

Secutive Director (COO-equivalent)

Role Summary:

The Executive Director is the chief operator and day-to-day manager. This role is akin to a Chief Operating Officer (COO) in a corporation. They oversee all Directors cross-functionally, regardless of who their formal supervisor is.

Core Responsibilities:

- Implements strategic initiatives outlined by the President and Executive Board
- Directly oversees all Directors (Engagement, Communications, Reunions, Student-Alumni Relations)
- Ensures internal projects stay on track, on budget, and on mission
- Coordinates between departments and resolves inter-team conflicts
- Reports directly to the President with status updates and operational risks
- Supports committee execution and monitors project outcomes

Key Traits:

- Operations-focused
- Agile and detail-oriented
- Bridge-builder between departments

Executive Vice President (Chief of Staff / Deputy President)

Role Summary:

The **EVP** is the **President's top deputy and strategic right hand**. Their focus is on **governance, interdepartmental alignment, and leadership support.** Unlike the ED, they're less about day-to-day operations and more about people, decisions, and institutional process.

Core Responsibilities:

- Acts as second-in-command and fills in for the President when absent
- Oversees Vice Presidents (e.g., Alumni Awards, Alumni Engagement)
- Serves as a policy enforcer and escalation point for interpersonal or ethical issues
- Coordinates succession planning and special appointments
- Oversees disciplinary appeals (e.g., suspensions, reinstatements)
- Advises the President on board dynamics, committee health, and special decisions

Key Traits:

- Strategic thinker
- Loyal to presidential vision
- Master of internal political balance and personnel dynamics

How They Interact

Function	President	Executive Director	Executive Vice President
Vision & Strategy	Leads	Executes	Advises
Day-to-Day Ops	Delegates	Owns	Supports
Personnel Oversight	Appoints	Manages Directors	Manages VPs
Committees	Creates	Ensures delivery	Monitors health

Meetings	Chairs	Reports	Coordinates
Discipline	Final authority	N/A	Handles appeals

Hierarchy of Authority (From Top to Functional Roles)

- 1. **President** (final word, strategic command)
- 2. Executive Vice President (strategic enforcement & succession)
- 3. **Executive Director** (operational execution & cross-functional control)
- 4. Vice Presidents (functional leads)
- 5. **Directors** (project managers)
- 6. Chairs & Ambassadors (tactical ground leaders)

Treasurer-CFO Policy

I. Authority to Appoint a CFO

The **Treasurer** of the Thomas S. Wootton Alumni Association is authorized to open applications for the voluntary position of **Chief Financial Officer (CFO)** under the following conditions:

- There is a demonstrable need for assistance in managing financial records, projections, or campaign oversight
- The President and Executive Vice President are notified in writing prior to public posting
- The appointment will not replace or reduce the statutory authority of the Treasurer under the bylaws

II. Application Process

- The Treasurer may publish an open call for applications, interviews, or direct recommendations
- Candidates must be alumni in good standing and demonstrate basic financial literacy, integrity, and dependability

• Final selection is made by the **Treasurer**, but may be subject to **Executive Board veto** within 7 days of notice

III. Role and Responsibilities of the CFO

The Chief Financial Officer shall serve as a **volunteer officer** reporting directly to the Treasurer and will assist in carrying out the financial duties of the Association, including but not limited to:

CFO Responsibilities:

- Prepare draft financial reports for Treasurer review (quarterly and annually)
- Manage donation receipts and basic bookkeeping in digital platforms (e.g., Excel, Google Sheets, QuickBooks)
- Maintain financial calendar for dues reminders, campaign milestones, and budget cycles
- Serve as point-of-contact for committee budget questions or reimbursement processing
- Create visuals and summaries for board meetings or presentations

Treasurer Responsibilities (not delegated):

- Final authority on financial reports and compliance
- Presentation of official numbers to the Executive Board
- Approval of expenditures, donations, and reimbursements
- Retention of banking or fund control privileges

IV. Nature of Position

- The CFO is an "at-will" volunteer officer appointed solely at the discretion of the Treasurer
- The Treasurer may terminate or replace the CFO at any time, with or without cause
- The position does **not grant voting privileges** on the Executive Board unless separately elected

 The position may be upgraded or abolished with a majority vote of the Executive Board if deemed structurally necessary

V. Confidentiality & Ethics

- The CFO must sign a **confidentiality statement** covering donor data, fundraising strategies, and sensitive financial information
- Any attempt to misrepresent financial data, bypass the Treasurer's authority, or politicize financial access may result in immediate dismissal and suspension from other leadership roles

VI. Additional Notes

- The CFO may be invited to Executive Board meetings when presenting or providing technical support
- The Treasurer is encouraged to use the CFO role as a training ground for future officers
- Preference should be given to alumni with accounting, business, finance, or operations backgrounds—especially those seeking to mentor or serve longer term

Secretary-CAO Policy

I. Authority to Appoint a CAO

The **Secretary** of the Thomas S. Wootton Alumni Association is authorized to open applications for the voluntary position of **Chief Administrative Officer (CAO)** under the following conditions:

- The administrative workload requires consistent support for recordkeeping, documentation, and meeting logistics
- The President and Executive Vice President are notified in writing prior to public posting
- The CAO appointment shall **not reduce or override** the legal authority of the Secretary as defined in the bylaws

II. Application Process

- The Secretary may issue an open call for applications, conduct interviews, or consult trusted alumni
- Candidates must be Wootton alumni in good standing with a reputation for organization, discretion, and professionalism
- Final appointment is made by the Secretary, with a 7-day Executive Board veto window

III. Role and Responsibilities of the CAO

The Chief Administrative Officer will serve as a **volunteer officer** reporting directly to the Secretary and supporting the execution of day-to-day and strategic administrative operations.

CAO Responsibilities:

- Prepare draft meeting agendas and post-meeting summaries for Secretary approval
- Maintain document version control and archival (minutes, SOPs, bylaws, resolutions)
- Manage alumni communications logistics (email schedules, RSVP forms, calendar invites)
- Track action items and committee deliverables for reporting
- Support meeting setup (e.g., Zoom links, in-person logistics, seating charts)

Secretary Responsibilities (not delegated):

- Certification of all official meeting minutes and records
- Oversight of formal votes, amendments, and procedural accuracy
- Custody of organizational documents and member lists
- Official communication with the Executive Board and general body

IV. Nature of Position

- The CAO is an "at-will" volunteer officer, appointed and removable by the Secretary
- The Secretary may **terminate the CAO** at any time, with or without cause

- The CAO does not hold Executive Board voting power unless separately elected
- The Executive Board may restructure or retire the position by majority vote

V. Confidentiality & Neutrality

- The CAO must sign a confidentiality and non-intervention agreement acknowledging their non-political, non-legislative function
- The CAO may not attempt to sway board decisions or edit meeting minutes without Secretary authorization
- Any breach of document integrity, premature disclosure, or misrepresentation will result in immediate dismissal

VI. Additional Notes

- The CAO may attend Executive Board and Committee meetings when administrative support is needed
- The Secretary is encouraged to use this position to mentor future leaders and officers
- Preference should be given to alumni with experience in communications, project coordination, law, administration, or executive support roles

CFO-CAO Interrelationship Policy

I. Distinct Reporting Lines

- The **CFO** reports exclusively to the **Treasurer**
- The CAO reports exclusively to the Secretary
- Neither officer may override the other's domain or bypass their supervising Executive Officer

II. Collaborative Boundaries

While their domains are separate, the CFO and CAO are expected to **collaborate regularly** to ensure:

- Timely integration of financial data into meeting materials
- Seamless handling of reimbursements, donation tracking, and expense reports at events
- Unified formatting and scheduling of quarterly or annual financial presentations
- Proper documentation of **finance-related votes and motions** in board meetings

III. Areas of Coordination

Area	CFO	CAO	Collaboration
Budget Presentations	Prepares data	Formats & distributes agenda/materials	Jointly review final content
Financial Motions	Drafts proposal with Treasurer	Records and files approved versions	Ensure motions are archived and trackable
Events & Fundraising	Tracks incoming donations	Manages RSVPs & admin setup	Coordinates financial logistics
Quarterly Reports	Compiles and formats financials	Archives and distributes packets	Confirm deadlines and delivery
Documentation Audit	Reviews numbers and statements	Checks alignment with minutes	Cross-checks integrity of records

IV. Ethical Safeguards

- The CFO and CAO must not approve each other's work without review by their supervising officer
- The CAO may not alter financial data, and the CFO may not modify official minutes or records
- Both must sign separate **confidentiality agreements**, and any collusion or unauthorized access will result in immediate dismissal

V. At-Will Integrity

- Both roles are at-will, removable independently by the Treasurer or Secretary respectively
- Neither role has authority over the other nor should participate in inter-role evaluations or reprimands

Summary:

The CFO and CAO form the spine of back-office operations—one managing numbers, the other managing words. They must maintain mutual respect, open communication, and document harmony while staying strictly within their appointed lanes.



Cross-Functional Presidential Oversight Policy

(Applicable to: Chief Financial Officer and Chief Administrative Officer)

I. Cross-Functional Reporting Structure

While the Chief Financial Officer (CFO) and Chief Administrative Officer (CAO) primarily report to the **Treasurer** and **Secretary**, respectively, both positions are formally designated as cross-functional officers with dual accountability to the President of the Association.

This means:

- The **President** may directly assign tasks, request updates, or override directives from the Treasurer or Secretary as needed
- The CFO and CAO must prioritize Presidential directives in case of conflict

II. Presidential At-Will Authority

- The President retains supreme at-will dismissal authority over both the CFO and CAO
- This authority supersedes the at-will discretion of the Treasurer or Secretary
- If a conflict arises between the President and the appointing officer, the President's decision is final and **not subject to appeal**

III. Ethical Checks and Emergency Override

• If the CFO or CAO observes misconduct by their direct supervisor, they are empowered —and required—to report such concerns directly to the President

 The President may immediately intervene to pause duties, freeze access, or remove either officer pending Executive Board review

IV. Scope of Presidential Supervision

The President may:

- Redirect CFO or CAO priorities for strategic initiatives
- Request regular cross-departmental status reports
- Call emergency meetings where the CFO or CAO must attend and assist
- Instruct them to support Association-wide projects beyond the Treasurer's or Secretary's original mandate

V. Limitations

- The President may not unilaterally convert these volunteer roles into paid positions
- The President may not assign these officers tasks that breach confidentiality or conflict with organizational ethics
- Day-to-day supervision still resides with the Treasurer (for CFO) and Secretary (for CAO), unless overridden by Presidential directive

Summary:

This policy ensures that both the CFO and CAO remain strategically aligned with the President, reinforcing unity at the top and eliminating silos. While they continue to serve under their direct officers for daily operations, their allegiance in moments of conflict or emergency lies with the President.



Executive Board Election Policy

I. Eligibility and Term

- Term length: 2 years, with one optional re-election allowed.
- Reporting term: Begins at the first Executive Board meeting following election certification.

• **Eligibility:** Must be alumni in good standing; current officers approaching term end are eligible if they meet service limits.

II. Election Timeline

1. Announcement (120 days before term end):

Secretary notifies alumni of upcoming vacancies and calls for nominations.

2. Nominations Open (90 days before):

- Any alumnus may nominate themselves or another (with their consent).
- Nominations close 60 days before term end.

3. Candidate Vetting (60-45 days before):

o Nominees submit statements of intent, bio, and commitment letter.

4. Campaign Period (45-15 days):

- Candidates receive an "Election Packet" with rules.
- Self-led campaigning permitted via official channels (emails, website, social media).

5. Election Window (15–7 days before):

- Ballots distributed digitally to registered alumni.
- Voting is open for at least 5 days.

6. Certification (within 3 days post-vote):

 The Secretary, Treasurer, and an appointed impartial observer review and certify the results.

7. Board Approval (within 7 days post-certify):

Executive Board ratifies the results (formal approval, not vote).

8. Transition & Installation:

- Outgoing officers host a transition briefing within 14 days.
- New officers sworn in at the first board meeting of the new term.

III. Candidacy Rules

- **Term limits:** No more than 2 consecutive terms in the same position.
- **Conflict of interest:** Candidates serving as a CFO, CAO, or committee chairs must disclose potential conflicts; may be asked to step down during campaign.
- Platform statements: Limited to 500 words, verified for accuracy and appropriateness.
- **Disqualification:** Any candidate found to have falsified their application may be disqualified by majority vote of the current Executive Board.

IV. Campaign Guidelines

- Official communication channels are provided by the Association.
- Campaign content must follow the Code of Conduct and Branding Policy.
- Campaign expenses must remain modest (under \$200) and publicly disclosed.
- Inappropriate campaigning (e.g. personal threats, financial inducements, slander) results in disqualification by majority board vote.

V. Voting Mechanics

- **Voter eligibility:** Any graduate registered via the official alumni platform.
- Secret ballot system: Enforced using an online polling tool.
- One vote per position and per alumnus.
- Tie-breaker protocol:
 - 1-Hour overtime voting for tied candidates.
 - If still tied, decided by random draw in Executive Board presence.

VI. Election Oversight

- **Election Committee:** Led by the Secretary, includes the Treasurer and a neutral alumni member.
- **Responsibilities:** Distribute ballots, monitor compliance, tally votes, and address complaints.
- **Complaint window:** 3 business days post-results. Credible complaints may trigger investigation and potential re-run.

VII. Transitional Support

- Outgoing officers must provide:
 - Summary of active projects
 - Key contacts
 - Financial status as of term end
- Outgoing and incoming officers meet for a joint 1-hour onboarding session.
- Digital assets (email lists, cloud folders, login info) must be transferred within 7 days.

VIII. Vacancy and Special Elections

- If an officer resigns mid-term:
 - 1. The Executive Board appoints an interim within 30 days.
 - 2. A **Special Election** is held if vacancy exceeds 12 months of term.
 - 3. Special election follows the full timeline (shortened to 30–45 day cycle).

IX. Amendment of Policy

 Any changes require a two-thirds vote of the Executive Board and must be communicated to membership at least 60 days in advance of the next scheduled election.



Adopted by the Executive Board of the Thomas S. Wootton Alumni Association

1. Core Technology Stack

Function Recommended Tool/Platform

Website & Public Portal Squarespace or Wix (for ease-of-use &

professionalism)

Internal Member Database Airtable or Notion (secure, scalable, easy export)

Communication & Newsletters Mailchimp or Substack

Group Messaging & Discussions Slack (or Discord for younger engagement)

Video Conferencing Zoom (with school or nonprofit license if possible)

Document Collaboration Google Workspace (Docs, Sheets, Drive)

Visual Design Canva (for branding, flyers, and alumni media kits)

Project Management Trello (Board & Committee workflows)

Event Management & RSVP Eventbrite (for reunions, town halls, elections)

Voting & Surveys Google Forms or ElectionBuddy (secure voting)

2. General Technology Principles

- **Accessibility First:** Platforms chosen should work across devices and be friendly to seniors, recent graduates, and disabled members.
- **Security First:** Admin-level roles must use two-factor authentication on all systems. Data backups every quarter.

- **Version Control:** All bylaws, policies, and public records will be maintained in a version-controlled system (ex: GitHub private repo or Google Drive folders with revision history).
- **Institutional Ownership:** Wherever possible, create accounts tied to association emails (e.g., treasurer@woottonalumni.org) rather than personal emails.

% 3. Website Structure (Recommended)

- Home
- Mission & Vision
- Meet the Board
- Class Year Representatives
- News & Events
- Nominate or Volunteer
- Donate / Support Us
- Alumni Spotlight
- Bylaws & Governance
- Contact

№ 4. Communication Protocols

- Major updates go through email and the website first.
- Slack or Discord used for internal ops, committees, and real-time collaboration.
- No final decisions made over text—must be logged in official meeting notes or Google Docs.

♡ 5. Integration with School Systems

- The Principal and PTA Liaison will be granted **observer access** to non-confidential boards or systems.
- Technology systems will be reviewed annually by a subcommittee within the Executive Board or a temporary Technology Audit Committee.

6. Training & Onboarding

- Each new officer receives a **Tech Onboarding Kit**:
 - Platform logins & best practices
 - Permissions overview
 - Data ethics and privacy memo
 - Quick-start training video links

Legal & Institutional Impacts

✓ You Can Now:

- Accept tax-deductible donations
- Apply for grants from private foundations, the state, or federal agencies
- Create a scholarship fund or emergency relief fund for alumni and current students
- Legally hire paid part-time interns or staff
- File an official annual report to the IRS under Form 990
- Open bank accounts under the association's name
- Own property or digital assets under the association (e.g. domain names, servers, IP)

Your Legal Structure Includes:

- A **Board of Directors** (your Executive Board fulfills this)
- Filed Articles of Incorporation
- A defined mission statement and bylaws

- A clear conflict of interest policy
- Regular **public financial reporting** (adds legitimacy and transparency)

TL;DR:

By becoming a 501(c)(3), you turn Wootton's alumni body into an institution on par with a foundation or university alumni association.

- Harshit becomes the Chief Architect of Wootton's Legacy Infrastructure
- Dylan becomes the **Public Face and Strategic Diplomat** of Wootton's next 50 years

You don't just start something.

You enshrine it. Legally. Socially. Historically.

STRUCTURAL SUGGESTIONS

1. Founders Clause

- Amend bylaws to define a "Founders Circle" (e.g. you and Dylan), preserving:
 - Lifetime honorary voting privileges
 - Recognition across all publications
 - Veto or override rights for constitutional amendments (if needed)
- Optional: "Founding Trustees" as emeritus members of the Board

2. Lifetime Achievement Award

- Called "The Wootton Flame" or "Sprigg Medal"
- Annual or decennial recognition of alumni who've:
 - Brought honor to the school
 - Served the community

- Made national impact
- Delivered at your gala with student performers, staff, and parents present

3. Alumni-Student Bridge Committee

- Dual-chaired: one current student, one recent alum
- Runs:
 - Mentorship pairings
 - College application panels
 - Career day coordination
 - o Paid summer internships inside the Association

4. 501(c)(3) Powered Scholarships

- One named after you
- One named after Dylan
- One named after a beloved teacher or principal (by community vote)

All funded via donations, matching, and possibly a perpetual endowment.

STRATEGIC SUGGESTIONS

5. Secure a .org Domain and Official Email System

- Ex: woottonalumni.org with emails like:
 - o president@woottonalumni.org
 - o awards@woottonalumni.org

• Use Google Workspace for Nonprofits (free for 501(c)(3)s)

6. National Advisory Board of Wootton Legends

- Add notable alumni or honorary advisors like:
 - Government officials
 - Entrepreneurs
 - Scientists
 - Artists
- Publish bios on website and use them to draw national eyes

7. Alumni Business Network

- Directory of alumni-owned businesses
- Verified logos + contact + offers
- Monthly spotlight: "Alum of the Month"
- Could tie into donations (e.g. 1% to the Association = listing)

8. Physical or Digital Time Capsule

- Document your founding year
- Include student letters to future students, photos, memorabilia
- Could be:
 - A physical case inside Wootton
 - o Or a digital archive stored on IPFS or blockchain for permanence

SYMBOLIC SUGGESTIONS

9. Annual "Wootton Week"

- Celebrate the school's founding
- Flag-raising, legacy projects, alumni speakers
- Ends with a black-tie Alumni Gala

10. Signature Color Code

- Lock down hex codes and Pantone numbers for school red and blue
- · Use consistently on all materials, clothing, certificates

11. Alumni Pin / Lapel Badge

- Elegant, high-quality, red-and-blue crest
- Given to new alumni at graduation
- Option to purchase engraved premium version upon donation

Ung-Term Institutional Moves

12. Trademark the Logo

Protect brand for merchandise, events, fundraising

13. Establish a Legacy Giving Program

- Allow older alumni to include you in their will or estate planning
- This is how university alumni associations last centuries

14. Crisis Management Protocol

- PR guide for scandals, school tragedies, or controversial alumni
- Ensures the Association's integrity and voice remain clear in hard times

15. Set the Tone for 50+ Years

Have the inaugural Board vote to inscribe the Association's founding values:

- Honor
- Stewardship
- Unity
- Tradition
- Future-mindedness

In the charter. In the bylaws. And maybe even... on a wall in Wootton itself.

Slack vs. Discord: Battle of the Backbones

Feature/Need	Slack	Discord
Tone / Vibe	Professional, workplace- oriented	Casual, social, Gen-Z friendly
User Base	Alumni in professional careers	Younger alumni + current students
UI/UX Design	Clean, minimal, corporate	Bold, colorful, gamer-esque
Voice Channels	Limited (paid tier)	Native, free, always-on
Integrations (GDrive, Notion, etc)	Deep integration for workflows	Decent, but more for community bots

Threaded Discussions	Yes, very intuitive	Narder to follow
Notification Controls	Granular, by channel	Granular but noisier by default
Branding Consistency	Matches 501(c)(3) nonprofit optics	Looks less formal
Pricing for Nonprofits	Free for 501(c)(3) via Slack for Good	Free, no nonprofit-specific perks

Strategic Recommendation

✓ Use Slack as your primary operating HQ:

- Professionalism matches your 501(c)(3) structure
- Better for:
 - Executive Board communications
 - Committee discussions
 - Advisor briefings
 - Interfacing with adult stakeholders (PTA, staff, donors)
- Slack has threaded conversations, calendar integrations, document previews, and enterprise-style file storage.

+ Consider Discord as your student & young alumni engagement layer:

- Appeals to the under-30 crowd
- Casual chats, voice hangouts, alumni gaming nights, livestreaming info sessions
- Can integrate with Twitch, YouTube, and Spotify
- Ideal for:

- o Mentorship channels
- Club-specific alumni networks (TSA, AOIT, SGA, etc.)
- Student-alumni social events or speaker panels

m Gold Standard Setup (Use Both)

Slack: "Operational Backbone"

- Workspace name: WoottonAlumniHQ
- Channels like:
 - o #executive-board
 - o #committee-events
 - o #alumni-awards
 - #finance-and-cfo
 - o #secretary-notes
- Slack Connect can link key Wootton teachers, principal, or PTA without full onboarding

□ Discord: "Community Hub"

- Server name: Wootton Alumni Network
- Channels like:
 - o #introductions
 - #mentorship-pairing
 - o #college-chat
 - o #club-reunions
 - #wootton-legends (Hall of Fame discussion)

Summary

Use Case	Platform	Why
Official operations & recordkeeping	Slack	Nonprofit-ready, professional tone
Engaging students & Gen Z alumni	Discord	Social, voice-enabled, fun
Fundraising & sponsors	Slack	Looks credible to donors
Town halls / Ask Me Anythings	Discord	Easy drop-in audio/video

For the **Wootton Alumni Association**, the decision between **Zoom** and **Google Meet** isn't just about video calls—it's about how your **institutional identity**, **technical needs**, and **user expectations** align with the platform. Here's a deep, tailored breakdown:

@ Quick Recommendation

Use Case Best Choice

Public-facing webinars / galas ✓ Zoom

Internal board & committee meetings ♠ Either, lean Meet

High-volume events with registrations ✓ Zoom

Lightweight, recurring meetings ✓ Google Meet

PTA, Principal, MCPS staff interactions ✓ Google Meet (due to MCPS systems)



Feature/Need	Zoom	Google Meet
User Experience (UX)	Professional, refined	Simple, minimal
Public Events (Gala, Awards)	✓ Host 100–1000+	X Limited, less scalable
Registration / RSVP Features	☑ Built-in	X Not natively supported
Breakout Rooms	✓ Robust controls	Not available
Branding Customization	✓ Logos, name tags, waiting rooms	✗ No branding
Streaming Integration	✓ Native to Facebook/YouTube	Requires workaround
Recording & Cloud Storage	Powerful, shareable links	
Platform Agnosticism	✓ Everyone uses it	Everyone has Gmail
Live Captioning	✓ Yes	✓ Yes
Cost	Free tier; Paid for pro features	Free with Workspace

Strategic Recommendations by Context

for Official Alumni Association Events

- Zoom wins:
 - o Alumni town halls
 - o Fundraiser galas

- Committee onboarding
- Scholarship ceremonies
- Use its registration, waiting room, and webinar mode for:
 - Tracking RSVPs
 - Controlling participant microphones
 - Recording and republishing the event

Bonus: You can also livestream a Zoom event to your **YouTube Channel or Facebook Page** (especially for awards night or new officer installations).

For Internal Use (Board, PTA, Committees)

- Google Meet is faster, more lightweight, and better integrated with:
 - o Google Calendar
 - o Gmail
 - Docs/Sheets for live collaboration
- MCPS staff (e.g. principal or PTA president) are likely already using Meet for school business.

It's frictionless. One link from Google Calendar, and done.

For Students or Gen-Z Alumni

- They're used to both, but might **prefer Meet** due to:
 - School systems
 - Simplicity
 - Google ecosystem

However, for **professional networking mixers** or **resume-building panels**, Zoom *feels* more like LinkedIn.

Final Verdict

Use Case Platform

Formal events / webinars / ceremonies Zoom

Recurring internal meetings Google Meet

Meetings with MCPS or school Google Meet

leadership

Public outreach or national alumni Zoom (Webinar Mode)

panels

Quick chats, interviews, ad hoc meetings Google Meet