

**THE BYLAWS OF  
THE \_\_\_\_\_  
ALUMNI ASSOCIATION**

**As Duly Adopted on**

\_\_\_\_\_

**As Amended on**

\_\_\_\_\_

ARTICLE I  
NAME

- 1.1 NAME: The name of the organization is the \_\_\_\_\_  
Alumni Association, hereafter referred to as the Association.

ARTICLE II  
PURPOSE

- 2.1 PURPOSE: The purpose of the Association shall be to foster interest in and promote the welfare of \_\_\_\_\_ (“the School”), its faculty, its students, its alumni and alumnae, and to encourage closer relations among these groups.

ARTICLE III  
ASSOCIATION MEMBERSHIP

- 3.1 MEMBERSHIP: Every student who has graduated from \_\_\_\_\_ School (“SSS”) or St. Agnes School (“SAS”) or who has graduated from \_\_\_\_\_ (“SSSAS”) shall be a member of the Association. Non-graduate attendees of said Schools shall also be members of the Association.

ARTICLE IV  
EXECUTIVE COMMITTEE OFFICERS

- 4.1 NUMBER, ELECTION AND TERM OF OFFICE: The officers of the Association shall be a President, a Vice President, a Treasurer, a Secretary, a Communications Officer, and a President Ex-Officio. These officers shall be selected at a meeting of the Association in the spring of each year. The officers shall serve terms of office beginning immediately after selection, and will end two years later. The offices of the Association shall be filled by Alumni Board Members in keeping with the Association's policy on Non-Discrimination (Article IX).
- 4.2 PRESIDENT: The President is responsible for the administration and execution of all activities of the Association. The President shall call and preside at all meetings of the Association, the Alumni Board, and the Executive Committee. The President shall appoint all committees and shall serve as an ex-officio member of all committees. The President shall submit recommendations to the Association, Alumni Board, and Executive Committee as are deemed proper to promote the purposes and increase the effectiveness of the Association. The President or his or her designate shall be the official representation of the Association when such representation is needed. The President may not serve more than two consecutive terms in office.
- 4.3 VICE PRESIDENT: The Vice President at the direction of the President shall oversee and coordinate the activities of the Association. The Vice President shall oversee the recruitment of volunteers for Association events. Additionally, the Vice President shall perform such duties as may be assigned by the President. In the absence of the President or in the event of the President's death or disability, the Vice President shall temporarily perform the duties of the President, and when so acting, shall have all of the authorities and responsibilities of the President.
- 4.4 TREASURER: The Treasurer at the direction of the President shall control the receipt and disbursement of the funds of the Association and arrange for the maintenance of full and accurate records of the finances of the Association. At one meeting a year, the Treasurer shall present a financial statement for the previous year of the Association. Additionally, the Treasurer shall coordinate financial matters regarding the Association with the School supported Alumni Office and the School's Development Office and shall perform such duties as may be assigned by the President.

- 4.5 **SECRETARY:** The Secretary at the direction of the President shall arrange for the issuance of notification and the recording of the proceedings of all meetings of the Association, the Alumni Board, and the Executive Committee. Additionally, the Secretary shall coordinate administrative matters regarding the Association with the School supported Alumni Office and the School's Development Office and shall perform such duties as may be assigned by the President.
- 4.6 **COMMUNICATIONS OFFICER:** The Communications Officer at the direction of the President shall serve to publicize the role of the Alumni Association, its purpose, its events, and its volunteerism. Additionally, working with the School supported Alumni Office and the School's Development Office, the Communications Officer shall strengthen lines of connection between the alumni and their Board through the use of targeted messages to alumni announcing events and volunteer opportunities. The Communications Officer shall also perform such duties as may be assigned by the President.
- 4.7 **PRESIDENT EX-OFFICIO:** An officer ending a term as President shall serve a two-year term as President Ex-Officio immediately upon completion of the presidential term.
- 4.8 **RESPONSIBILITIES:** Additional responsibilities for officers can be found in the Alumni Board packet distributed each fall.
- 4.9 **REMOVAL:** An officer may be removed by recommendation and unanimous vote (excluding the subject officer and abstentions) of the Executive Committee when, in the Committee's judgment, the best interests of the Association would be served thereby.
- 4.10 **VACANCIES:** A vacancy in an office because of death, disability, resignation, removal or otherwise, shall be filled by the Executive Committee upon a simple majority vote for the unexpired portion of the term.

ARTICLE V  
EXECUTIVE COMMITTEE PROCEDURES

- 5.1 PURPOSE: The Executive Committee shall be the governing body of the Alumni Board and the Association.
- 5.2 MEMBERSHIP: The Executive Committee shall consist of the six officers of the Association.
- 5.3 MEETINGS AND QUORUMS: The Executive Committee shall meet at the direction of the President, provided that members be notified in writing or by telephone. Four members of the Executive Committee shall constitute a quorum. Other persons may attend meetings of the Executive Committee and/or participate in the discussion at the invitation of the President, but shall have no vote.
- 5.4 VOTING: Whenever possible, the President shall determine the decision of the Executive Committee on any matter put before it by taking a sense of the meeting. The President may call for a vote, in which case any matter voted on, except as otherwise provided herein, shall be decided by a simple majority of the members of the Executive Committee present. If a vote ends in a tie, and a simple majority cannot be obtained, the Executive Committee shall defer the matter to a vote by the entire Alumni Board.

ARTICLE VI  
ALUMNI BOARD

- 6.1 PURPOSE: The Alumni Board shall be the administrative body of the Association.
- 6.2 MEMBERSHIP: The Alumni Board shall consist of the Executive Committee and at-large members of the Alumni Board. The School supported Directors of Alumni Relations and the Young Alumni Coordinator shall be non-voting members of the Board. Board membership may not exceed 25 voting members. At-large members of the Alumni Board shall be selected from members of the Association by the President with the advisement of the School supported Alumni Office. At-large members of the Alumni Board shall serve a term of three years, with an option of a second term of three years. No at-large member of the Alumni Board may serve more than two consecutive three-year terms, except in the case of an officer fulfilling the duties and term requirements as dictated in Article IV, herein entitled Officers.
- 6.3 RESPONSIBILITIES: Additional responsibilities for at-large members can be found in the Alumni Board packet distributed each fall.
- 6.4 REMOVAL: The President, with the concurrence of a simple majority of the Alumni Board, may remove an at-large member of the Alumni Board when such action serves the best interest of the Association.
- 6.5 MEETINGS AND QUORUMS: The Alumni Board shall meet at least four times per year on the call of the President, provided that the members be notified in writing or by telephone. 50 percent of the Alumni Board shall constitute a quorum. Other persons may attend meetings of the Alumni Board and/or participate in the discussion at the invitation of the President, but shall have no vote.
- 6.6 VOTING: Whenever possible, the President shall determine the decision of the Alumni Board on any matter put before it by taking a sense of the meeting. The President may call for a vote, in which case any matter voted on, except as otherwise provided herein, shall be decided by a simple majority of the members of the Alumni Board present.
- 6.7 COMMITTEES: The Alumni Board may establish Committees of the Association, as it deems appropriate.

ARTICLE VII  
CLASS CORRESPONDENTS, FUND AGENTS  
AND REUNION CHAIRS

- 7.1 CLASS CORRESPONDENTS, FUND AGENTS AND REUNION CHAIRS: The Association recognizes the offices of Class Correspondent and Reunion Chair as administered by the School's Alumni Office, and the office of Fund Agent as administered by the School's Development Office. It is the expressed intent of the Association to assist and support the aforementioned offices in a responsible manner.

ARTICLE VIII  
INSPECTION

- 8.1 INSPECTION: Any member of the Association may upon 14 days written notice to the Treasurer inspect the books and financial records of the Association. No other member or person except for governmental authorities (such as the Internal Revenue Service) shall have such right.

ARTICLE IX  
NON-DISCRIMINATION

- 9.1 NON-DISCRIMINATION: The Association shall not discriminate on the basis of age, race, gender, color, national or ethnic origin, religious affiliation or disability.

ARTICLE X  
AMENDMENTS

- 10.1 AMENDMENTS: These Bylaws may be amended or altered by the Executive Committee at any meeting provided that notification of proposed changes, alterations or amendments has been served on each member of the Alumni Board at least 14 days prior to the date of the meeting. A majority of the members of the Alumni Board, including proxy votes, is required. Proxy may be given verbally to the Secretary unless formally challenged by a motion of an Executive Committee member prior to voting.
- 10.2 EXPECTED REVIEW OF BYLAWS: The Executive Committee shall review the Bylaws at three-year intervals and additionally as it deems appropriate to the needs of the Association. The members of the Executive Committee shall propose any changes, alterations or amendments as it deems appropriate to the needs of the Association. Amendments will then be voted upon at a forthcoming meeting of the Alumni Board.

ARTICLE XI  
MISCELLANEOUS

- 11.1 FISCAL YEAR: The fiscal year of the Association shall be from July 1 through June 30.
- 11.2 RULES OF ORDER: All meetings of the Association shall be governed by Robert's Rules of Order, as may be revised from time to time.

I, \_\_\_\_\_, President of the \_\_\_\_\_ and \_\_\_\_\_ School Alumni Association, do hereby certify these Bylaws of the \_\_\_\_\_ and \_\_\_\_\_ School Alumni Association.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature