

# ST. JOSEPH SCHOOL ALUMNI BY-LAWS

5/1/2004

## ARTICLE I - NAME

### SECTION 1:

The name of the organization shall be "The St. Joseph Grade School Alumni Association."

## ARTICLE II - PURPOSE

### SECTION 1:

The purposes of the organization shall be:

1. To foster fellowship and a conducive environment for continued socialization for St. Joseph Grade School alumni.
2. To create and maintain a channel of communication between the alumni and St. Joseph Grade School regarding the school, its operation and activities.
3. To provide a source of input, financial assistance and support, as an interested group, in the continued growth of St. Joseph Grade School.

### SECTION 2:

This organization shall be non-profit and non-partisan. No activities shall be undertaken for the individual profit of its officers, Board members and general membership. No alliance, financial or otherwise, shall be made with any political party or any candidate for political office. The association shall neither endorse nor oppose any individual or proposal, no matter how worthy, unless it be an issue closely related to education and St. Joseph Grade School.

## ARTICLE III - DUTIES AND RIGHTS OF MEMBERS

### SECTION 1:

Membership in this organization may be Regular or Associate.

### SECTION 2a:

Regular membership shall be available to any person who is a graduate of St. Joseph Grade School.

### SECTION 2b:

Regular members shall be eligible to vote, serve on committees and to hold office in the organization.

### SECTION 3:

Associate membership shall be available to any non-alumnus displaying an interest in St. Joseph Grade School Alumni Association. They shall have same eligibility as regular members.

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## ARTICLE IV - OFFICERS

### SECTION 1:

The officers of this organization shall be a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

### SECTION 2:

The duties of the President shall be to preside over general meetings of the membership and over meetings of the Alumni Board; to petition nominations from Board members and then to appoint chairpersons and members of special and standing committees as set forth elsewhere within Article VII; and to generally administer and enforce the constitution. The President shall be an ex officio member of all committees. The President shall also serve as official liaison to organizations in the St. Joseph Grade School Community.

### SECTION 3:

The Vice-President shall assume the duties of the President in the latter's absence. In the event the Presidency is vacated, the Vice-President shall assume the office.

### SECTION 4:

The Recording Secretary shall transcribe the minutes of the business meetings of the Alumni Board and general membership meetings.

### SECTION 5:

The Corresponding Secretary shall carry on the general correspondence of the Organization. The Corresponding Secretary shall be appointed by the principal of the school and shall participate in discussions of the Alumni Board, but shall not have the power to vote.

### SECTION 6:

The Treasurer shall have custody and be responsible to the pastor of St. Joseph Church for all funds of the organization; receive and give receipt for money due and payable to the organization; shall deposit all monies in the name of the organization in St. Joseph Federal Credit Union. The Treasurer shall prepare a quarterly financial statement of all organization assets and liabilities which shall be submitted to the Pastor, Alumni Director, fellow officers and Alumni Board and subject to audit upon demand. The principal or pastor shall co-sign for all expenditures of the Alumni Association.

### SECTION 7:

All officers, except Corresponding Secretary, shall be elected by the elected Board members for a minimum of two years or one term and a maximum of four years or two terms beginning September 1.

### SECTION 8:

In the event of a vacancy in any office except the Presidency and Corresponding Secretary, a successor shall be elected to serve the remainder of the term by majority vote of the Alumni Board at its next scheduled meeting. If the vacancy is not filled within 60 days, the appointment shall be made by the remaining officers.

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## ARTICLE V - ALUMNI BOARD

### SECTION 1:

There shall be an Alumni Board consisting of 14 members including the 5 Association Officers. They shall be elected by the members of the Association with class representation being as diverse as possible. A maximum of two representatives shall be selected from any one graduating class. The Corresponding Secretary and Alumni Director shall be appointed by the principal of the grade school and shall be members of the Board.

### SECTION 2:

In the event of a Board vacancy, the Alumni Board shall select a replacement for the duration of the term, except for Corresponding Secretary and Alumni Director, which are appointed by the principal.

### SECTION 3:

The Alumni Board shall, by majority vote, have the authority to declare vacant the office of any Board member who fails to discharge the duties of his/her position, or who is absent from three consecutive meetings of the Alumni Board without notifying the President prior to the meeting. Before initiating such an action, the Board must notify the person involved of such impending action and offer him/her the opportunity to present his reaction to the Board.

### SECTION 4:

It shall be the responsibility of the Alumni Board to determine policy matters and the general direction of the organization.

### SECTION 5:

The Alumni Board shall meet at least quarterly (4 times per year). The Alumni Board shall meet on the call of the President, who shall convene such meetings at his/her discretion. Notice of Alumni Board meetings shall be given to all Board members at least 7 days prior to such meetings, said notice containing the time and place of the meeting.

## ARTICLE VI - ELECTIONS

### SECTION 1:

The election of Board members of the organization shall be carried out in the following manner: 1) The Nominating Committee, appointed by the President, shall seek a list of candidates for each position. 2) The election shall take place prior to September 1, each year as needed. 3) A majority vote of the members voting shall constitute election to the Board.

### SECTION 2:

There shall be 14 Board members elected as needed for a two year term by the regular membership. No Board member may serve more than two consecutive terms.

### SECTION 3:

At the first meeting of the Board following the election of new Board members, the elected members of the Board shall elect as needed the President, the Vice-President, the Recording Secretary and the Treasurer.

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## ARTICLE VII - COMMITTEES

### SECTION 1:

Committees shall be based on the number of specific events or functions organized per year. Committees for events will be decided by the Board in regular Board meetings.

## ARTICLE VIII - DIRECTOR

The Principal of St. Joseph Grade School shall name a director who shall have the following responsibilities:

- (a) Shall be present at all Alumni Board meetings as the official representative of the school.
- (b) In a supervisory capacity, shall advise the Association regarding the school administrative policy as it affects alumni programs, projects and policies, and shall inform the principal of the grade school.
- (c) Shall manifest an interest in all alumni activities, and cooperate wherever possible with the officers of the Association, and shall participate in the discussions of the Alumni Board, but shall not have the power to vote.
- (d) Shall have access to the minutes, records, files, etc., in the Alumni Office.
- (e) Shall be responsible for the publication of the Alumni Newsletter.

## ARTICLE IX - BY-LAWS

### SECTION 1:

Additional rules for the operation of the Alumni Association shall be contained in the by-laws.

### SECTION 2:

The by-laws may be amended by a majority of the Board members present at a regular or special Board meeting.

### SECTION 3:

The parliament authority for any matter not contained within this Constitution or the by-laws shall be Robert's Rules of Order, Newly Revised.

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## ARTICLE X - AMENDMENTS

### SECTION 1:

The Constitution may be amended upon the vote of two-thirds of the Alumni Board which must be present at any Alumni Board meeting. Amendments must be submitted by members to the President at least 45 days prior to any meeting at which the amendments will be voted upon. The President shall instruct the Corresponding Secretary to publish such amendments and mail them to all Alumni Board members at least thirty (30) days prior to the Alumni Board meeting at which the amendments will be voted upon.

## ARTICLE XI - DISSOLUTION

### SECTION 1:

Should the organization be dissolved for any reason whatsoever, any balance remaining in the treasury and any assets in its possession shall be turned over to St. Joseph Grade School for use at their discretion.

## ARTICLE XII

### SECTION 1:

The office of the Bishop of the Diocese of Youngstown has the power to supersede, amend or dissolve this organization, its constitution or any of its by-laws.

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## BY-LAWS

### ITEM 1: FUNCTION

The by-laws shall constitute the operational rules of the Alumni Association and may be amended by the Board as provided in the Constitution.

### ITEM 2: EXECUTIVE COMMITTEE

The officers of the Alumni Board shall constitute the Executive Committee. It shall have general supervision of the affairs of the Board between its business meetings and perform such duties as specified in these by-laws.

### ITEM 3: TERM OF OFFICE

Terms of office on the Alumni Board will begin on September 1, and continue through August 31 of the second year.