

BY-LAWS

Notre Dame-Cathedral Latin Alumni Association

ARTICLE I. NAME AND PURPOSE

- Section 1 This body shall be called the “Notre Dame-Cathedral Latin Alumni Association”, or, the “NDCL Alumni Association”. Henceforth in this document “the organization”.
- Section 2 The purpose of this organization is to:
- a) engage the alumni into the life of the school
 - b) to provide a network amongst the alumni
 - c) to provide a network between alumni and students
 - d) promote the mission, vision, and core values of Notre Dame-Cathedral Latin School (NDCL) throughout the community
 - e) promote social events that brings all NDCL constituents together as one fellowship
- Section 3 The Mission Statement shall be as follows:
“The mission of the NDCL Alumni Association is to support the interests of NDCL, enhance the school and community through philanthropy and service, provide leadership, networking, and a voice to all alumni of NDCL, all through the spirit of Mary.”
- Section 4. This constitution and all amendments and attachments must be made readily and easily accessible to all members of the organization.

ARTICLE II. MEMBERSHIP

- Section 1. All graduates of NDCL are members of the organization.
- a) The timing of induction of new graduates takes place at the discretion and decision of the Director of Alumni Relations.
 - b) Options of inductions times include, but are not limited to, Baccalaureate Rehearsal, Baccalaureate Liturgy, Commencement Rehearsal, Commencement, or Senior Breakfast.
 - c) New graduates are, when possible, presented with a gift on behalf of the NDCL Alumni Association and/or NDCL before, during, or after the induction into the organization.
- Section 2. Others may also be admitted to the organization that do not meet the requirements of Article II, Section 1. The Executive Board shall determine, by majority vote, the eligibility and admittance of special members. Such members may be, but not limited to: current seniors at NDCL, current or former faculty/staff members, alumni of Cathedral Latin School or Notre Dame Academy.

Section 3. Membership in this organization is perpetual. This includes the admittance of special members.

Section 4. All members are admitted in good-standing. Members may be removed from good standing by a 3/4 vote of the General Board.

ARTICLE III. GOVERNMENT

Section 1. Executive Board

- a) The purpose of the Executive Board is to ensure that the by-laws and procedures of this organization are followed.
- b) No less than one member of the Executive Board shall be seated on each standing committee, planning committee, or any other sub-committee of this organization.
- c) The Executive Board shall consist of the President, the Vice President of Events, the Vice President of Communications, the Vice President of Recruitment, and the Vice President of Finance.
- d) It is to be the responsibility of the Executive Board to plan and maintain the organization's annual agenda and policies
- e) The President shall chair the Executive Board but may delegate those duties in his/her absence.
- f) The Director of Alumni Relations shall cast any tie-breaking vote of the Executive Board

Section 2. General Board

- a) The General Board of the organization shall include the Executive Board, the Secretary, and the four (4) at-large members.

Section 3. Other parties

- a) The Director of Alumni Relations shall serve as liaison between the organization and Notre Dame-Cathedral Latin School. The Director of Alumni Relations does not vote on Board matters, except in the instance of a tie. If the Director of Alumni Relations is a member of the organization, he/she MAY participate in floor votes. The Director of Alumni Relations is not eligible for a seat on the General Board. The Director of Alumni Relations serves as historian and archivist for the organization.
- b) Current seniors at NDCL may be admitted to the organization upon invitation from the President or his/her delegate and have full membership rights.
- c) The President of Notre Dame-Cathedral Latin School shall preside at his/her pleasure at any meeting of any

level of this organization.

Section 4. Class Representatives

- a) Class Representatives serve as a liaison between the General Board and his/her class.
- b) Class Representatives serve on an ongoing basis until resignation or termination by the General Board.
- c) An officer may serve as a class representative in addition to his/her role on the General Board.
- d) Class Representatives are responsible for updating the President or his/her delegate on matters pertaining to his/her class. Examples include, but are not limited to, engagements, weddings, birth of children, deaths, reunion activity, or other relevant news and updates.
- e) Class Representatives shall attend at least one General Meeting of the NDCL Alumni Association per year.
- f) Class Representatives are encouraged to attend and actively participate in events hosted by the Alumni Association.
- g) In acting as the liaison, Class Representatives have an affirmative duty to provide his/her class with quarterly email updates on the Alumni Association, events, school news, etc. The text of this communication will be provided by the Vice President of Recruitment but shall be sent from the Class Representative's own email account.

ARTICLE IV. OFFICERS

Section 1. The officers for this organization shall be as follows:

- a) President (Executive Board)
 - b) Vice President of Communication (Executive Board)
 - c) Vice President of Events (Executive Board)
 - d) Vice President of Recruitment (Executive Board)
 - e) Vice President of Finance (Executive Board)
 - f) Secretary
 - g) At-Large
 - h) At-Large
 - i) At-Large
 - j) At-Large
- Collectively, this group may be referred to as the "General Board"

Section 2. Job Descriptions and Requirements of Officers

- a) President
 - 1) Presides at all meetings of the Executive Board and General Board
 - 2) Shall be a member ex-officio of all Standing Committees
 - 3) Schedules and authors agenda for general meetings
- b) Vice President of Communications
 - 1) Serves on Executive Board of the organization

- 2) Coordinates creation and design of promotional fliers and advertisements of the organization
- 3) Authorizes print advertisements and promotional materials to be published
- 4) Oversees the marketing strategy of the organization
- 5) Shall accede to the Presidency in the event of resignation, death, or incapacitation of the President and fulfill the remainder of the term

c) Vice President of Events

- 1) Serves on Executive Board of the organization
- 2) Serves on Homecoming Committee and all event planning committees
- 3) Shall accede to the Presidency in the event of resignation, death, or incapacitation of the President *(and only in the instance where the VP of Communication is unable or unwilling to perform the duties of the President)* and fulfill the remainder of the term

d) Vice President of Recruitment

- 1) Serves on Executive Board of the organization
- 2) Coordinates recruiting efforts to members of the organization to become “active members” in terms of meeting attendance, committee attendance, and determine “prospect status” for purposes of involvement with the organization.
- 3) Act as liaison between the Class Representatives and the Executive Board
- 4) Shall accede to the Presidency in the event of resignation, death, or incapacitation of the President *(and only in the instance where the VP of Communication AND the VP of Events are unable or unwilling to perform the duties of the President)* and fulfill the remainder of the term.

e) Vice President of Finance

- 1) Serves on Executive Board of the organization
- 2) Collects and manages dues, if necessary
- 3) Signs for and pays any and all checks, invoices, or other financial transactions of the organization but the President must approve in writing any expenditures and the transaction must be documented in the accounting practices of the organization
- 4) Shall accede to the Presidency in the event of resignation, death, or incapacitation of the President *(and only in the instance where the VP of Communication, the VP of Events, AND the VP of Recruitment are unable or unwilling to perform the duties of the President)* and fulfill the remainder of the term

f) Secretary

- 1) Takes roll call at the beginning of each meeting
- 2) E-mails timely reminders about upcoming meetings to the General Board and Class Representatives
- 3) E-mails the general meeting agenda to all members of the General Board no later than 48 hours before the scheduled time of the general meeting.
- 4) Records minutes from meetings and distributes to:

- i. The webmaster
- ii. The Director of Alumni Relations
- iii. The General Board and Class Representatives
- iv. Any member of the organization upon request

g) At-Large

- 1) One At-Large member shall be chosen to open the general meeting with a prayer
- 2) One At-Large member shall fill the role of Secretary in the instance when the Secretary is unable to perform his/her duties at the general meeting.

Section 3. Eligibility of Office

- a) Any candidate for officer must be a member in good standing of the organization.
- b) Candidates for Executive Board positions must first serve as Class Representative, Secretary, At-Large, or other Executive Board positions.

Section 4. Terms of Office

- a) The President and four (4) Vice Presidents serve two-year terms
- b) The Secretary and four (4) At-Large members serve one-year terms
- c) All terms of office begin at 12:00 a.m. on January 1st and end at 11:59 p.m. on December 31st.

Section 5. Election of Officers

- a) Elections for the ten (10) board positions are to be held during the November meeting of the organization. All members of the organization present at the meeting shall be eligible to vote.
- b) Elections for President, Vice President of Communications, Vice President of Events, Vice President of Recruitment, and Vice President of Finance shall be every other year, on the odd year (i.e. 2007, 2009, 2011...)
- c) Elections for Secretary and each of the four (4) At-Large positions shall be every year.
- d) Candidates interested in running for a position are to submit their request to the Director of Alumni Relations or his/her delegate, who will act as a fair and impartial party in carrying out the election. The deadline for this is exactly one month prior to the November meeting.
- e) The Director of Alumni Relations or his/her delegate, will submit to the President the election results immediately after all votes are tallied. The President will announce to the floor

the election results, to be certified by the Director of Alumni Relations.

- Section 6. Vacancies
- a) Upon resignation, death, or other incapacities, any vacancies of an officer, with the exception of the President (see article IV, Section 2) shall be filled on an interim basis by an appointment from a majority vote of the Executive Board.
 - b) The interim appointee shall serve out the remaining term of the office.
 - c) The appointee can be any member of the organization that is in good standing.

ARTICLE V. MEETINGS

- Section 1. General meetings of the NDCL Alumni Association are open to all members of the organization.
- Section 2. The meetings shall be scheduled and announced as far in advance as possible. The meetings shall be held on or about the third week of every odd month (January, March, May, September, November). There is no scheduled July meeting.
- Section 3. Meeting dates and places are to be scheduled by the Executive Board. While off-site locations are acceptable, the November meeting shall be at NDCL.
- Section 4. A quorum of five (5) members of the General Board—including no less than two (2) members of the Executive Board—is required to conduct official business. Any general meeting consisting of less than five (5) General Board members OR less than two (2) Executive Board members shall not be an official meeting and must be rescheduled.
- Section 5. The schedule and minutes of all general meetings shall be posted on the NDCL Alumni Association website. If the website of the NDCL Alumni Association does not exist, then the schedule and meeting minutes shall be posted on the NDCL school website.
- a) Minutes shall be removed from public access one year after the date of the general meeting
 - b) Minutes must be accessible by all members of the organization online, and made available offline on request by a member.
- Section 6. General Meeting Agenda
- a) The President shall compose the agenda for the general meeting.

- b) The agenda shall be completed and sent out via e-mail by the Secretary to all members of the General Board no later than 48 hours before the scheduled time of the general meeting.
- c) Any requests to the agenda shall be given to the President as soon as possible with respect to Article V, Section 6, Point b.
- d) All general meetings must open with a prayer led by an at-large member chosen by the President and contain an “open floor” item for any comments by those in attendance. If no at-large member is present, then the President, or acting President, shall select an individual to lead the opening prayer.
- e) All general meetings must have a President’s Report and a report by the Director of Alumni Relations. These reports can be delivered by the President and Director of Alumni Relations, respectively, or a delegate(s) of those individuals.

ARTICLE VI. FINANCES

- Section 1. The organization shall be funded by Notre Dame-Cathedral Latin School.
- Section 2. The fiscal year of the organization shall be January 1 through December 31.
- Section 3. Dues may be enacted and assessed by the organization in either the January or March general meeting and at no other time during the year. Enactment or termination of dues requires a 3/4 vote of the quorum of the General Board.
 - a) Enactment of dues shall make it necessary to amend Article II of this constitution
 - b) When and if enacted, full payment of dues must be made no later than June 30 of that fiscal year in order to be in good standing with the organization
- Section 4. The Vice President of Finance shall provide a pro-forma and/or actual income statement at the November meeting. The Vice President for Finance shall present, when available, an actual income statement, statement of financial positions, and balance sheet at the first general meeting of the General Board annually.

ARTICLE VII. AMENDMENTS

- Section 1. Amendments to this constitution may be made in writing at any general meeting.
- Section 2. Amendments must be sponsored by a member of the General Board.

Section 3. Proposed amendments shall become effective upon ratification by 2/3 of the quorum of General Board members.

AMENDMENT I. The position of Vice President of Recruitment shall be created, effective January 1, 2010, and become part of the Executive Board. *Adopted September 14, 2009.*