

# BISHOP LUERS HIGH SCHOOL ALUMNI ASSOCIATION BOARD BI-LAWS

## Purpose Statement

The role of the Bishop Luers Alumni Board is to advance the goals and mission of Bishop Luers High School by assisting with events, outreach, engagement, fundraising and other avenues.

## Article I. Membership

### Section 1. Membership

All graduates and former students from Bishop Luers High School shall automatically hold full membership in this association. Former students are those who attended the school for at least one full academic year.

Honorary membership in the alumni association shall be reserved solely for those whose interest and service make such a membership significant. These memberships shall be voted on by the Alumni Association Board at its regular meeting. Honorary members shall have the full privileges of regular members.

## Article II. Board of Directors, Selection, Terms

### Section 1. Board member eligibility

The members of the board must be alumnus of Bishop Luers High School, along with an honorary non-alumnus board member, and must be in good standing during the duration of their terms. Members must be present at 70% of meetings and participate in one event/fundraisers each calendar year.

### Section 2. Terms

Board members shall serve for two (2) year terms. These terms shall be staggered, so that at least two (2) expire each year. Board members shall not be elected to serve more than two (2) consecutive terms. Members may return to the Board after a 365 hiatus.

### Section 3: Elections

Board members of the Alumni Association must be a member of the association.

A) Board will be comprised of a President, Vice President, Secretary, Treasurer, Honorary member and standing committee chairs.

B) Board members must be nominated and then approved in a majority vote by the established board.

#### **Section 4. Resignation**

An officer or director may resign at any time by notifying the Board of Directors in writing. Resignations are effective on the delivery date unless a later effective date is specified in the resignation letter, and/or all working materials are relinquished to the Board.

#### **Section 5. Removal of an officer or director**

The Directors can remove any officer or Director at any time when such removal is in the best interests of the Directors. The determination to remove an officer or Director must be made by a 2/3 vote of Directors.

#### **Section 6. Vacancy created by an officer or director's resignation or removal**

In the case of a vacancy of an officer or Director, the Directors may appoint by majority vote a member to fill the unexpired term of the officer or Director at any time.

#### **Section 7. Board Meetings**

Board meetings shall occur ten (10 times) per year, with the months of July and December omitted. Meetings will be presided over by the Board President, and at such time and place and in such manner as may be designated by the Board President. The Vice President shall preside over meetings in the absence of the President, and act as liaison between the committee chairpersons and the Board of Directors.

#### **Section 8. Voting**

A simple majority of the voting members of the Board of Directors will constitute a quorum, provided that either the President, the Vice President or a nominee designated by the President or the Vice President is present.

#### **Section 9. Conflict of Interest**

Whenever a board member has a financial or personal interest in any matter coming before the board of directors, the affected person shall:

- a) fully disclose the nature of the interest and
- b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so.

The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

## **ARTICLE III. Duties of the Board Officers**

**Section 1:** The Officers of the Board of Directors will be President, Vice President, Secretary, and Treasurer, as well as standing committees including Events, Athletics, Alumni Relations, and Fundraising, and Honorary (non-alumnus) member.

### **A) President**

The President shall preside at all meetings of the Board. This officer shall represent the Board and/or the Alumni Association such occasions as invitation and opportunity permit and, in general, act as liaison between Fort Wayne/South Bend Diocese, Bishop Luers High School and other organizations of affiliated interest or activity.

The President shall appoint standing committee chairs from the board and receive their reports.

The President is by the nature of the position, the chair of the board of directors.

### **B) Vice President**

The Vice-President shall take the President's place in case of absence, resignation and/or the inability to perform such duties set forth per the duties written in the bi-laws.

The Vice-President is by the nature of the position a member of the board of directors.

### **C) Secretary**

The Secretary of the alumni association shall be responsible for the recording of all official business of meetings of the board.

The Secretary is by the nature of the position a member of the board of directors.

### **D) Treasurer**

The Treasurer of the Alumni Association shall be responsible for the financial reporting of the revenue producing activities of the organization.

The Treasurer is by nature of the position a member of the board of directors.

The Treasurer shall create and present a monthly financial report to the board of directors, and a yearly report to the alumni association.

### **E) Standing Committees**

The Standing Committees include Events & Programs, Alumni Relations, Athletics and Fundraising, and will be responsible developing, implicating and executing initiatives and programs to benefit Bishop Luers High School and the Alumni Association. The positions can be considered "At Large", but members are expected to help in all aspects and all committees.

## **ARTICLE IV. FINANCES**

### **Section 1. Accounting**

Initially, funds for the Association shall be established by the Board of Directors. Other funds and/or contributions to the Association shall be used to promote the goals and purposes of the Association as set forth in the Purpose of these by-laws and shall be held under the authority of the Board of Directors. No funds of the Association may be used in any other manner than as stated in these by-laws.

### **Sections 2. Spending**

The Board will manage the budget and will require a majority vote for all expenditures of \$100 or more.

### **Section 3. Reporting**

The Treasurer shall provide an updated financial report to the board prior to each meeting.

### **Section 4. Fiscal Year**

The fiscal year of the association will begin each year on January 1.