

BY-LAWS OF THE BISHOP GUILFOYLE / ALTOONA CATHOLIC HIGH SCHOOL ALUMNI ASSOCIATION

Article 1. Name:

The name of this organization shall be the **Bishop Guilfoyle/ Altoona Catholic High School Alumni Association** hereafter known as “the Alumni Association.”

Article II. Object:

The aim of this organization shall be to:

- A. Improve and maintain social contact and interactive communication between the Alumni Association and all Bishop Guilfoyle /Altoona Catholic High School graduates.
- B. Develop and maintain relationships with Bishop Guilfoyle High School (BGHS) in order to enhance the welfare of the students and school community
- C. Provide scholarships for students attending BGHS.

Article III. Powers:

The Alumni Association is hereby vested with full power and authority to:

- A. Pass resolutions and make recommendations that pertain to this organization.
- B. Take an active part in school and civic matters pertaining to the general welfare of the organization and BGHS on invitation.
- C. Undertake projects to meet the aims of the organization.
- D. Collect annually dues from members, which may be set at zero or above.
- E. This organization shall not in any way interfere with the autonomy or authority of BGHS or the Diocese of Altoona-Johnstown.

Article IV. Qualification of Members:

Membership in this organization shall include:

- A. Any and all alumni of Bishop Guilfoyle/Altoona Catholic High School.
- B. Interested family members of Bishop Guilfoyle/Altoona Catholic alumni.
- C. Interested friends of the Bishop Guilfoyle/ Altoona Catholic community.
- D. Ex-officio members include the Bishop Guilfoyle High School Principal, the Diocesan Director of Education, Diocesan Director of Annual Funds and the BGHS Director of the Alumni Development, or their designees.

Article V. Order of Business:

- A. Call to order and opening prayer

- B. President's report
- C. BGHS Principal's report
- D. Minutes
- E. Treasurer's report
- F. Alumni Development Director's report
- G. Committee Reports
- H. Unfinished Business
- I. New Business
- J. Adjournment and closing prayer

Article VI. Management:

- A. Management of the Alumni Association shall be exercised by an Alumni Board consisting of not less than five (5) not more than fifteen (15) members elected at the annual September general meeting of the members.
- B. The number of Board members elected will be determined by the existing Board.
- C. The Board members elected at the general membership meeting shall among themselves elect a President, Vice President, Secretary, Treasurer and Parliamentarian of the Board.
- D. The President shall schedule and preside at all Board meetings of the organization. The President, together with the Treasurer, shall present the annual budget for approval at or before the general meeting.
- E. Committees will be managed as follows: The President shall be an ex-officio member of all committees of the Alumni Association. The President will appoint all committee chairpersons and acquaint them with their duties. The President will ask for recommendations from the Board for appointments to all committees. Members and Chairpersons of the committees do not have to be members of the Alumni Board, but one Board member should be on each committee.
- F. The Vice-President shall assume the duties of the President in his or her absence, resignation or death. The Vice President shall assume any special duties as may be imposed upon by the President or the Director of Alumni Development.
- G. The Secretary shall be responsible for having the minutes of the Board meetings recorded. He or she shall send a copy of the minutes to all Board Members, the Principal, all Committee Chairpersons and Committee Members before the next Board meeting is held. The Secretary shall attend to correspondence as may be required by the Board or membership, including advertising of the annual general meeting.
- H. The Director of Alumni Development shall keep a complete list of names, addresses, e-mail, and telephone numbers of all the members.
- I. The Treasurer or the Director of Alumni Development shall receive all monies of the organization and shall collaboratively keep an accurate record of monies received and expended. Either the Director of Alumni Development or the Treasurer shall pay all bills on the order of the President.
- J. The Parliamentarian shall rule on questions involving procedure in the conducting of the meetings, or interpret the by-laws when called upon by the President, the Board, or the membership through the President. The Parliamentarian shall keep an amended, revised, copy of the By-Laws at all meetings
- K. All officers shall keep a permanent record of their work and turn it over to their successors within 30 days at the end of their term of office.

- L. It is mandatory that Board Members serving as either chairperson or co-chairperson of Committees meet on a regular basis to conduct the business of the committee. Prior to each Board Meeting, the chairperson of the committee shall prepare a brief written report of said committee meeting which shall be presented to the Board.
- M. All resignation of officers must be submitted in writing to the President.
- N. All officers and Board members are expected to attend all meetings. Failure to attend 75% of the meetings can result in expulsion from the Board.
- O. Elected Board member officers unable to or refusing to carry out the duties as described by the By-Laws may be removed from the office by a simple majority vote of a quorum of the Board. The appointment to fill this unexpired term shall be made by the President of the Board with the approval of the Board members.
- P. All Board members shall have one vote.

Article VII. Nominations and Elections:

- A. Each Spring, a Nominating Committee of 3-5 persons will be appointed by the Board to establish candidates for open positions of the Association.
- B. This slate of candidates will be voted upon annually at the open membership meeting in September.
- C. New Board members are presented and take office at the October meeting.

Article VIII. Standing Committees and Event Committees:

Standing Committees of the Alumni Association shall include:

- A. Communications Committee:
 - Advise Purple & Gold newsletter
 - Coordinate alumni section of BGHS webpage
 - Develop key messages of the Alumni Association
 - Create name recognition and communicate purpose of the Alumni Association
 - Develop new and creative ways to communicate with members
 - Foster a sense of community through communication with Alumni Association members.
- B. Finance Committee
 - Develop annual budget and time line in conjunction with Treasurer and Director of Alumni Development
 - Create income streams necessary to fund programs and projects of the Alumni Association
- C. Program Committee
 - Develop annual series of programs to foster sense of community among Alumni Association members
 - Work with entire Board and membership to implement said programs
- D. Reunion Committee
 - Assist class reunions and improve communication between Alumni Association, class and school.
- E. Scholarship and Awards Committee

- Create strategies and mechanisms for recognizing Distinguished Alumni by collaborating with the Ring of Honor Committee and any other committee working within the BGHS community of recognition of alumni.
 - Develop and provide scholarships for students attending BGHS.
- F. Any other standing committees that might be created by the Board.

Article IX. Special Committees:

Special Committees shall be appointed at the discretion of the President by wishes of the Board and/or membership, a special committee is appointed for a specific purpose, and until the duty assigned by the Alumni Association is accomplished, it continues to exist. However, if a committee fails to function, it ceases to exist.

Article X Parliamentary Authority:

The rules contained in Robert's Rules of Order, revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this organization.

Article XI Amendments to By-Laws:

The Board shall have the power to make, alter and rescind such By-Laws, for the government of the affairs of this organization as it may deem proper. The standing rules pertaining to the Orders of the day and meetings may be suspended by a majority vote so far as it effects that session.

Article XIII. Officers and Their Election:

- A. The officers of this organization shall be: President, Vice-President, Secretary, Treasurer and Parliamentarian.
- B. The officers shall be elected annually at the September meeting by the Board for a one year term.
- C. In the event that any office (with the exception of that of President) shall become vacant due to resignation or death, the unexpired term shall be filled by appointment by the President.

Article XVI Board Membership:

The following are the requirements of the Board Membership:

- A. Serve as chairperson of at least one Committee every three years.
- B. Some of the subjects discussed during meetings are strictly confidential and may not be divulged to anyone outside the Alumni Board.
- C. Actively participate in the events of the Alumni Association.
- D. Be an enthusiastic promoter of the Bishop Guilfoyle/Altoona Catholic Alumni Association to the general community.
- E. Attend 75% of the Board meetings per calendar year.
- F. Failure to adhere to these membership requirements may result in expulsion from the Board. The procedures for expulsion will be followed from Roberts Rules of Order.

Adopted by BGHS Alumni Association Steering Committee: August 2005