



St. Joseph Alumni Association By-Laws

St Joseph Catholic Academy

Initially adopted 2/11/2010; revised 03/31/2025

Article I: Organization Name and Purpose

Section 1: Name

This organization shall be known as the *St. Joseph Alumni Association*, hereafter referred to as the "**Alumni Association**".

Section 2: Mission Statement

The mission of the St. Joseph Alumni Association is to support the St. Joseph Catholic Academy (SJCA) in providing a quality Catholic education to its students. We support keeping the Lancer spirit alive in all of our alumni; as well as in all SJCA students, parents, faculty, and staff.

Section 3: Official Logo

The official logo of the Alumni Association is printed on the top of this page. Additional promotional logos may be created as needed.

Article II: Membership and Dues

Section 1: Membership Eligibility

Membership in the St. Joseph Alumni Association is open to all graduates and any person who attended St. Mary's High School, St. Joseph's High School, or St. Joseph Catholic Academy.

Honorary Members shall consist of all faculty and staff members of SJCA, its predecessor schools, and any other person who significantly assist the Alumni Association and actively promotes its purpose.

Section 2: Membership Dues

The Alumni Association shall collect dues from each eligible individual as a requirement for membership.

Dues are a one-time Lifetime Membership collected at the time of joining the Alumni Association.

Dues are regularly reviewed and adjusted by the Board of Directors based on factors such as inflation, time since last increase, and Alumni Association needs.

The Board of Directors, at its discretion, may from time-to-time offer special dues incentives in order to encourage new members to join. Examples of such incentives may be for the current graduating class, special re-unions such as 10, 25, 50, 60, 70 years, or a membership drive, etc...

Article III: Meetings

Section 1: Meetings

The Board of Directors will meet a minimum of 4 times per year. The date and time of the meetings shall be set by the President. Meetings may be conducted in-person, via digital media, or a combination of both. Roberts Rules of Order will be followed as the proper meeting decorum.

Section 2: Special Meetings

Special meetings may be called by the President, as necessary, if it is deemed in the best interest of the Alumni Association. Any Board member may request the President to call a special meeting, but must provide a valid reason for such a meeting to be held. Special meetings may be called to address a specific issue(s) or an emergency.

Section 3: Notice

Notice shall be given to each member by the Secretary via email a week in advance of the meeting. The meeting agenda will be sent a minimum of 2 days in advance.

Section 4: Quorum

The presence of 50% or more of the board members shall constitute a quorum necessary to conduct the business of the Alumni Association.

Section 5: Voting

All votes shall be by voice at the scheduled meetings.

For items that need a consensus of the Board in-between scheduled meetings, email voting will be used. For email votes, the President will send an email detailing the issue and ask for a Yes or No response to the question at hand, along with a deadline to return the vote. Upon receipt of all votes by the deadline, the President will tally the votes and send an email with the official results.

Section 6: Absences

Any Board member who will miss a meeting should notify the President in-advance of the meeting and provide a reason for the absence.

Section 6: Order of Business

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|--------------------------|------------------|
| 1. Call meeting to order | President |
| 2. Approval of Minutes | Secretary |
| 3. Old Business | President |
| 4. Committee Reports | Committee Chairs |
| 5. New Business | President |
| 6. Adjournment | Any Board Member |

Article IV. Operations

Section 1: Scholarships

The Alumni Association may award 1 or more scholarships to incoming and current SJCA high school students to apply towards their tuition. The actual number and amounts will be recommended by the Scholarship Committee and approved by the Board of Directors on an annual basis.

Section 2: Fundraising

The Alumni Association will, from time-to-time and as necessary, conduct fundraising events in order to have ample funds available for alumni events, scholarships, SJCA support, etc.

The Alumni Association may also sell memorabilia and Alumni Association branded items to Alumni Association members.

Temporary committees will be established to support all fundraising activities.

Section 3: Support to SJCA

The Board of Directors may from time-to-time approve expenditure of funds to support SJCA and other SJCA associated organizations events. Such events may be but not limited to the Spring Musical, Athletic Association Golf Outing, the Annual Gala, etc.

Section 4: Alumni Association Events

The Board of Directors may approve Alumni Association events that are open to members only or to all St. Joseph alumni. All events are intended to be cost neutral to the Alumni Association. However, the Board may approve funding the event entirely or partially from Alumni Association funds. The Board may also direct that some events open to all alumni be offered at a reduced cost for Alumni Association members.

Article V: Board of Directors

The Alumni Association is an all-inclusive group and is always looking for Alumni to join the Board in various positions. We are thankful for your dedication and service.

Section 1: Board Makeup

The business of the Alumni Association shall be managed by a Board consisting of four officers: President(s), Vice President, Treasurer, Secretary; and appointed committee chairpersons, liaison appointed representatives, a SJCA appointed liaison, and elected members at large.

The Association board will consist of not less than 5 members (4 officers and the SJCA liaison) and not more than 20 members.

All board members (elected and appointed) and all associated group liaisons must be paid members of the Alumni Association.

Section 2: Officers

The **President** will preside over all meetings of the Alumni Association and the general membership. The President(s) shall direct all decisions concerning the Alumni Association's operations and shall direct the activities of the Vice President, the Treasurer, the Secretary and Committee chairs.

The **Vice-President** shall in the event of the absence or inability of the President(s) to exercise his/her office, become acting president of the Alumni Association.

The **Secretary** shall keep the minutes and records of the Alumni Association. He/She shall give and serve all notices to members of the Alumni Association. He/She shall present to the Alumni Association at any meetings any communications addressed to him/her as Secretary of the Alumni Association. The Alumni Association By-Laws and any other ratified Alumni Association documents will be kept by the Secretary.

The **Treasurer** shall regularly communicate with the Director of Finance for SJCA. The Treasurer shall make a report at each Board and Association meeting and advise the Board regarding finances. The Treasurer shall also prepare an annual budget.

Officers will be elected to their position by the board of directors. No person may hold more than one office at a time. The term of office is 1 year with no limit on the number of terms that may be served.

Section 3: Committee Chairpersons

All permanent committees of the Alumni Association shall be created by the direction of the Board of Directors. All temporary committees will be created as needed by the Board President. The Board President will appoint all committee chairs. The permanent committee chairs serve as members of the Board of Directors. An officer may also serve as a committee chair and any person may chair more than one committee at a time. The Committee Chairs of all permanent committees will give a report of committee activities at the Alumni Association board meetings. The temporary committee chairs will submit written reports to the Board President, unless invited to present to the full board.

Section 4: Liaisons

Various SJCA associated groups may be invited to have a liaison appointed to serve on the Alumni Association Board of Directors. Such groups may be, but not limited to, the Athletic Association, Friends of the Performing Arts, SJCA Board of Directors, etc...

SJCA will appoint one employee, who is an alumnus, to serve as a direct liaison with the school for all inter-organizational duties.

Section 5: Resignations

Any board member may resign at any time by tendering a letter of resignation to the President of the Association.

Section 6: Removal from Office

Any member of the Board who fails to perform the duties of the office to which the individual has been elected/appointed may be removed from their position by a majority vote of the Board.

Any Board member who misses 3 consecutive meetings or misses more than 75% of the scheduled meetings during a year without an excused absence, may be removed from the Board. The President determines whether an absence is excused or not. Prior to removal, the President will attempt communication with the Board member to ascertain the member's reason for absence.

Section 7: Terms of Office and Election of Board Members

The term of office for all elected board members is 3 years. There are no limits to the number of terms a member may be elected. Committee chairs serve at the discretion of the Association President. Liaisons serve as long as appointed by their respective organizations.

For the initial class of elected board members, 1/3 will serve a 1 year term, 1/3 will serve a 2 year

term, and 1/3 will serve a 3 year term. This will provide for an annual election process.

The election for board members will be held annually via ballot, either electronic or paper. Voting will be open to all paid members of the association. Notice of the annual election along with an application form for board membership will be sent via email and posted on the association website 60 days prior to the scheduled vote. Anyone interested in running for a board membership should submit the form to the Governance Committee not less than 45 days before the meeting, contact information will be included in the notice. An email notice will be sent 20 days prior to the voting deadline listing all candidates and a summary of their application, the official ballot, and instructions on how to vote. Ballots must be received by the voting deadline. The board will convene a meeting within 2 weeks of the voting deadline to certify the election results and conduct an election of the officers. All election results will be posted in a notice on the Association website.

Section 8: Vacancies

In the event of a vacancy of an elected board position, the board of directors may at their discretion, select a paid association member to fill the vacancy for the remaining term of that position.

Article VI. Committees

Section 1: Committee Types and Appointments

The Association will have permanent committees as described in Section 2 below. Temporary committees may be appointed with duties as deemed necessary by the Board President. All committee chairs will be appointed by the Association President on an annual basis. All permanent committee chairs will become members of the Board of Directors.

Section 2: Permanent Committees

Communications Committee – is responsible for maintaining the Alumni Association website sjhsalumniassn.org and the Facebook page facebook.com/groups/105246842744 to keep alumni informed of all Association, SJCA activities, and reunions. The committee will also be responsible for sending emails promoting Association events and news to association members.

Events Committee – is responsible for creating an event calendar for the year which must be approved by the Board. The number of events, free or subsidized will be determined by the Events Committee in conjunction with the Board of Directors.

Governance Committee – is responsible for soliciting association members to become candidates for election/appointment to the board of directors. The committee will also conduct the annual election process as defined in Article V, Section 7 of these bylaws.

Hospitality Committee – is responsible for sending condolences to the families of deceased association members. Condolences may be in the form of a card, flowers, or personal contact.

They will also send congratulatory notes to association members for milestone accomplishments such as anniversaries or job promotions.

Membership Committee – is responsible for marketing the Alumni Association and canvassing new and old alumni for membership into the association. The committee will submit membership status along with a report at all Association and Board meetings.

Scholarship Committee – is responsible for selecting recipients for the Alumni Association scholarships to the St. Joseph Catholic Academy. The committee will develop and maintain the necessary application forms and annual process. The committee will also coordinate with SJCA to fit into the SJCA scholarship calendar.

History/Memorabilia Committee – is responsible for maintaining items of historical significance from the school and from all classes for use at reunions and other current events. They will work toward identifying and classifying items by a class or an event, and proper storage of all items. Items may be pictures, plaques, banners, yearbooks, newspaper articles or printed copies of digital media. Items may include digital images or material in a digital format.

Article VII: Amendments

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 66% of the Board of Directors.