

CONSTITUTION/BY-LAWS MERCY HIGH SCHOOL ALUMNAE ASSOCIATION

ARTICLE 1: NAME

The name of the organization shall be The Mercy High School Alumnae Association.

ARTICLE II: GOALS AND OBJECTIVES

The purpose of this organization shall be to develop, plan, implement and/or support programs and activities that:

- promote the mission of Mercy High School.
- foster interaction among alumnae members
- contribute to the development funds of Mercy High School

ARTICLE III: MEMBERSHIP

Any graduate of Mercy High School is eligible for membership in this Alumnae Association. In addition any former student who has completed academic credit may request membership in the Association.

ARTICLE IV: EXECUTIVE BOARD

Section 1. There shall be an Executive Board hereafter called the Executive Board that shall have the power and authority to manage the Association's assets and to govern its affairs. The Board shall determine policies and changes therein within the limits of the By-laws of the Association and shall take such actions as it deems necessary to carry out the objectives of the Association, and shall perform such other functions as the membership may direct.

Section 2. The officers of this Association shall consist of President-Elect, President, Past President, Vice-President, Secretary and Treasurer. The Executive Board shall also include as full voting members representatives from various graduating classes.

Section 3. The Director of Alumnae Relations shall serve as Parliamentarian and when necessary and is a voting member of the Executive Board. Non-voting participants of the Executive Board may include the Mercy High School Director of Development, Director of Public Relations, the Principal or her representatives, members of the Board of Trustees, current faculty, and representatives of the Mothers' Club and Fathers' Club. These representatives will be invited to participate by vote of the Executive Board on issues of mutual interest that involve the school.

Section 4. The terms of office of the President, Vice-President, Secretary and Treasurer shall be two years beginning September 1st through August 31st. The President-Elect shall be elected at the May meeting during the first year of the President's term. Her term as President-Elect is limited to that year after which she becomes the President. Election of officers shall be made by ballot or acclamation of the Executive Board. Officers, except for the President, can be re-elected for more than one term of office. Upon completion of her two-year term, the President becomes Past President for one year. The Secretary and the Vice-President, and Treasurer shall be elected in the odd years. Elections shall take

place at the May meeting before their terms begin. The Historian is a volunteer position. She is not required to attend the meetings.

Other Board members shall be polled annually to ascertain their intention of continuing to serve on the Alumnae Board.

Section 5. A vacancy in any elective office except that of President may be filled by the President in consultation with the Executive Board for the remainder of the term. A vacancy in the office of President may be filled by a majority vote of the Executive Board for the remainder of the term.

Section 6. The Board shall hold bi-monthly meetings and may hold additional meetings upon call of the Board. One-third of the Executive Board shall constitute a quorum. Once annually, the Executive Board shall designate an Executive Board meeting as a general meeting of the Association that is open to all members. Members shall be notified by the Alumnae Newsletter and the website.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The President shall preside at all business meetings of the Association and of the Executive Board and shall recommend to the Board such measures considered desirable to further the objectives and broaden the effectiveness of the Association. Further, she shall represent this organization in an official capacity and have such other powers of supervision and management as shall be necessary to carry out the duty of President.

Section 2. The Vice-President shall serve in the absence of the President. With the President, the Vice-President coordinates committees, ensures that committees meet regularly or as needed, and assists with the preparation of reports when appropriate. The Vice-President shall perform other duties as requested by the Executive Board.

Section 3. The Secretary shall keep a record of programs, attendees, and minutes of meetings, and prepare copies of minutes for distribution at meetings. She may also distribute copies through electronic means, as available. The Secretary shall maintain Executive Board membership records, prepare and distribute meeting notices including electronically and conduct the written correspondence of the Executive Board. The Secretary shall perform other duties as requested by the Executive Board.

Section 4. The Treasurer, in conjunction with the Budget Committee, shall develop an annual budget to be presented and approved by the Executive Board. The Treasurer shall be the financial and accounting officer of the Alumnae Association and shall be in charge of establishing and maintaining records of the Association's assets and expenses. The Treasurer shall issue a bi-monthly and a year-end report to the Executive Board detailing current expenditures and income, as well as a status report. The Treasurer shall perform other duties as requested by the Executive Board.

Section 5. The Historian shall keep the records of Executive board membership and other similar information.

ARTICLE VI: COMMITTEES

Section 1. All committees of the Association shall be established by the Executive Board. These committees shall be responsible to the Executive Board which shall delegate such powers and functions for the conduct of its business and for implementing the objectives of the Association. The Executive Board shall appoint a chairperson for each committee. Ad hoc committee chairpersons shall serve until completion of the project. Standing committee chairpersons shall serve for one year and may be reappointed.

Section 2. Standing committees shall include: Alumnae Weekend, Alumnae Memorial Liturgy, Awards, Reunions, Senior Induction Breakfast, Membership, Fundraising, Nominating Committee, Young Alums, Publicity, Budget and Special Events.

Section 3. Ad hoc committees shall be formed on an as needed basis, e.g., Special Commemorative Events, By-laws, Strategic Plan, etc.

ARTICLE VII: FINANCES

Section 1. There shall be no specific annual dues for membership in the Association. General operating funds shall be generated by Alumnae Board approved activities.

Section 2. With the exception of reunion activity contracts, any agreement or contract entered into by the Association will have advance approval of the Board. All affiliate and contractual relationships shall be directed toward the best interest of the Association. Reunion activity contracts shall have the approval of the reunion committees.

ARTICLE VII: AMENDMENTS

Section 1. Amendments to the By-laws may be proposed at any time by any member of the Alumnae Association to the Executive Board. In addition, the Executive Board shall appoint an ad hoc committee on a by-annual basis in order to review the existing By-laws and recommend modifications as necessary to the Executive Board.

Section 2. Amendments so proposed shall be submitted to the membership through the web page following approval by the Executive Board. At least 30 days shall elapse between the posting on the web page and the counting of the final vote on the amendment. A two-thirds majority of members who respond on time through the web page or mail shall be required for approval of an amendment.

ARTICLE IX: STANDING RULES

The following orders of business shall be addressed during the proceedings of meetings of this Association, the order being determined by the President:

- Call to order
- Opening and Closing Prayers
- Listing of Unfinished Business
- Listing of New Business
- Alumnae Office Report
- Development Office Report
- President's Report
- Vice-President's Report
- Secretary's Report
- Treasurer's Report
- Standing Committees' Reports
- Ad Hoc Committees' Reports
- Adjournment

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules or parliamentary law and procedure contained in **ROBERT'S RULES OF ORDER** shall govern this organization and any of its meetings in all cases to which they apply and in which they are consistent with the provisions of these By-laws.

NOTE: This Association shall not be responsible for statements or opinions advanced in its publications or at meetings of the Association, or for statements by any of its members, except those authorized by the Board or those reflecting duly established policies of the Association.

Written: March 1983
Approved: June 1983
Amended: September 1983
October 1996
June 2000
September 2003