

**By-Laws  
of  
St. Vincent-St. Mary High School  
Alumni Association Council**

(posted on the [www.stvm.com](http://www.stvm.com) website during the week of 8/18/08)

**The St. Vincent-St. Mary Alumni Association  
Mission Statement (Purpose)**

The purpose of the St. Vincent-St. Mary Alumni Association is to foster a continuing spirit of friendship, tradition and loyalty among the alumni of St. Mary, St. Vincent, and St. Vincent-St. Mary High Schools.

**ARTICLE I            St. Vincent-St. Mary Alumni Association Council Identity**

**Section 1**            This organization shall be known as the St. Vincent-St. Mary Alumni Council (referred in this document as The Alumni Council, The Council).

**Section 2**            The St. Vincent-St. Mary High School Alumni Director will serve as the liaison between the Alumni Association, the Alumni Council, the School and the St. Vincent-St. Mary community.

**Section 3**            The Council will request permission from the School Administration to use the rooms and facilities as needed.

**ARTICLE II            St. Vincent-St. Mary Alumni Association Council  
Mission Statement (Purpose)**

The Alumni Council will support the Alumni Association Mission Statement and will sponsor and direct activities and events which will further the interests of its members and St. Vincent-St. Mary High School.

**ARTICLE III            Membership**

**Section 1**            All graduates of St. Mary, St. Vincent and St. Vincent-St. Mary High Schools shall be eligible for active membership in the Alumni Association.

**Section 2**            Annual membership dues shall be determined by the Alumni Council.

**Section 3**            Membership period will run concurrent with the school's fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Any dues paid will apply to membership only for the current school year regardless of date paid during that school year. No dues payment will carry over to subsequent school years.

**ARTICLE IV            Alumni Council**

**Section 1**            The Alumni Council shall consist of the President, President-Elect, Secretary, Treasurer, Chairpersons of the Standing Committees, and at-large members to total 13 council members. The Headmaster will be an ex-officio member.

**Section 2**            The Alumni Council shall have the power to make any necessary decisions to carry on the normal business of the organization in the interim between general membership meetings.

**ARTICLE V**

**Officers**

- Section 1** The officers of the Alumni Council shall be President, President-Elect, Secretary and Treasurer.
- Section 2** The President, President-Elect and the Secretary shall be elected at the spring meeting. They shall serve for a term of one year, but no more than two (2) consecutive terms, with the exception of the President-Elect, who will serve as President in his/her second year.
- Section 2a** The Treasurer shall be appointed by the President, President-Elect and the Secretary and approved by the Council. The Treasurer shall not be bound by any term limits.
- Section 3** Vacancies in office during term year shall be filled by majority vote of the Alumni Council.

**ARTICLE VI**

**Duties of Officers**

- Section 1** The President shall preside at all meetings of the Alumni Council and all general membership meetings. He/She shall be an ex-officio member of all committees (except the Nominating Committee), and shall have the power to appoint such special committees as needed. The President will select one (1) non-Council alumni representative to assist in an annual audit of the Treasurer's records and the Council's financial records prior to the end of his/her term.
- Section 2** The President-Elect shall perform the duties of the President in his/her absence, and such other duties as may be delegated by the President. He/She shall assume the duties of the office until the next annual election if the office of President becomes vacant. The President-Elect shall be responsible for assembling a nominating committee and creating the slate of officers for election. The President-Elect shall assist in the coordination of the Memorial Mass as well as the Senior Farewell Mass. In addition, the President-Elect shall serve as the liaison to the Development Office and provide input and solicit involvement of the Alumni Council in the Annual Appeal Green & Gold (specifically the Phon-a-thon effort).
- Section 3** The Secretary shall keep accurate minutes of all meetings of the Alumni Council and general membership meetings. Minutes will be submitted to the President and the Alumni Council within one week of said meeting.
  - (a) The secretary shall attend to all correspondence as directed by the President or the Alumni Council.
- Section 4** The Treasurer shall receive all funds and deposit all monies and shall keep an accurate record of all money received and disbursed. He/She shall submit a written report to the president at every meeting. The Treasurer will be in attendance during the annual audit, scheduled by the President, of the Treasurer's records and the Council's financial records.

**ARTICLE VII**

**Standing Committees**

- Section 1** Standing committees will include: (a) Service, (b) Social, (c) Membership (d) Alumni Awards (e) SEC. Addendum document with job descriptions has been included.
- Section 2** Committee chairpersons may select committee members, and Association Council members may choose to serve on one or more committees.
- Section 3** Committee chairpersons will be responsible for convening all necessary committee meetings.
- Section 4** Alumni may serve on any standing committee.

**ARTICLE VIII Nominations and Elections**

**Section 1** The Alumni Council shall appoint a Nominating Committee.

**Section 2** The nominating committee shall prepare a slate consisting of at least one candidate for each elected position on the Alumni Council. The proposed slate together with any nominations from the floor shall be voted on at the annual spring general meeting.

**Section 3** Current elected members may stand for elections again, with a limit of two consecutive terms in the same office with the exception of the President and President-Elect.

**Section 4** Vote shall be by voice, unless there is more than one nominee for an office, in which case ballots will be provided. A majority of the votes cast shall elect.

**Section 5** Voting shall be limited to those members whose dues are current.

**ARTICLE IX Alumni Association Awards**

The Alumni Council shall oversee and coordinate the awards for the Alumni Association. Addendum documents have been included for each of the awards.

**Section 1 Mahar Award**

1. Outstanding Alumni Award
2. Established in 1979
3. Recipient must be living and a graduate of St. Mary, St. Vincent or St. Vincent-St. Mary
4. Exemplifies the spirit and values of Catholic Secondary Education in one or more of five (5) related areas:
  - a. Ministry
  - b. Service to youth
  - c. Service to school
  - d. Service to community
  - e. Professional Achievement

**Section 2 Irish Crusader Award**

1. Honorary Alumni membership will be awarded to a living non-graduate
2. Established in **2008**
3. The individual(s) plays or has played an active/important role in day to day running of school and special events
4. Honorary members will be granted dues-free membership for their lifetime.
5. Honorary membership in the STVM Alumni Association includes voting rights and the ability to be appointed chair of a committee in addition to serving as a committee member.
6. Honorary members will not be eligible to be an elected officer.

**Section 3 Annual Scholarship Award(s)**

**1. Criteria**

- a. Student must be a junior and planning to attend STVM for their senior year.
- b. One or both parents must have graduated from St. Mary, St. Vincent or St. Vincent-St. Mary High School.
- c. Student must have an accumulative GPA of 2.5 through the first semester of his/her junior year.
- d. Student must be in good disciplinary standing.
- e. Student must write an essay explaining why he/she deserves this scholarship. Essay must be signed by three faculty members. A coach can replace one of these signatures.

**2 Selection**

- a. The number of recipients and the amounts to be awarded to each will be determined after March 1<sup>st</sup> of the selection year, based on how much money is in the scholarship account on that date and the qualifications of each student.
- b. If there are no qualified students/applicants, the Alumni Council can choose not to award any scholarships.

**ARTICLE X Meetings & Quorum**

**Section 1** The Alumni Council shall schedule a minimum of two general membership meetings per year, at St. Vincent-St. Mary High School. Due notice shall be given.

**Section 2** The Alumni Council shall meet monthly or as needed.

**Section 3** Quorum for transacting business shall be:  
Alumni Council Meeting – a simple majority including 2 officers.  
General Membership Meeting – A simple majority rules.

**Section 4** Special meeting of the Alumni Council may be called by the President or by any three members of the Alumni Council with reasonable notice.

**ARTICLE XI Amendments**

**Section 1** Amendments to By-Laws may be proposed by either:

(a) A resolution of 2/3 of the Alumni Council

-or-

(b) A petition signed by at least twenty voting members of the Alumni Association

**Section 2** Amendments may be ratified and incorporated into these by-laws by 2/3 of those voting members present at next general membership meeting provided reasonable prior notice has been given through posting on STVM.com website.

**ARTICLE XII Parliamentary Authority**

ROBERT'S RULES OF ORDER REVISED shall be parliamentary authority in all matters not specified in the By-laws of this association.

These by-laws shall take effect when accepted by a simple majority vote of alumni in good-standing present at the September 8, 2008 general membership meeting.

**By-Laws  
of  
St. Vincent-St. Mary High School  
Alumni Association Council**

**Rev 8/08**

**Addendum/Attachments:**

Job Description for Standing Committees

Mahar Nomination Form

Irish Crusader Nomination Form

Scholarship Application Form