

**ST. ELIZABETH ACADEMY ALUMNAE ASSOCIATION
PROPOSED BYLAWS**

ARTICLE I NAME

The name of this organization shall be the St. Elizabeth Academy Alumnae Association of St. Louis, Missouri, hereinafter referred to as "the Association."

ARTICLE II MISSION

The mission of this Association shall be to provide support to and promote the growth of St. Elizabeth Academy.

ARTICLE III MEMBERS

Anyone who has graduated from St. Elizabeth Academy is an eligible member.

ARTICLE IV OFFICERS

Section 1. The Executive Committee of the Association shall be the president, vice president, secretary, treasurer, and historian. These officers shall perform the duties prescribed by the bylaws, the standing rules, and the parliamentary authority adopted by the Association.

Section 2. The Nominating Committee shall consist of three members appointed by the president at least four months before the election takes place. The Nominating Committee shall include one member from the Executive Committee and two from the general membership.

Section 3. This committee shall report their nominations for officers to the membership in the Fall Newsletter, or by any other appropriate mean of communication.

- A. In even years, the offices of secretary, treasurer and historian will be elected. In odd years, the offices of president and vice president will be elected.
- B. The officers shall be elected by ballot and/or acclamation. If there is only one candidate for each office the president shall declare the slate elected.
- C. Newly elected officers and directors shall take office at the beginning of the administrative year.

Section 4. Executive Committee members shall be elected for a term of two years and are eligible for one additional term. Each officer's term of office shall begin December 1.

Section 6. A vacancy in the office of the president shall be filled by the vice president. If a vacancy occurs in both the office of president and vice president, the office of president shall be filled by the Executive Committee. A vacancy in all other offices shall be filled by appointment of the president with the approval of the Executive Committee.

ARTICLE V MEETINGS

Section 1. The Association shall have an Annual Meeting at a time set by the Executive Committee.

Section 2. A quorum of the Annual Meeting shall consist of at least ten members; three shall be officers.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The officers of the Association shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Association between its Annual Meetings and shall perform the duties as described by these bylaws and the standing rules. The Executive Committee shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Section 3. Meetings:

- A. The president, with approval of the Executive Committee, shall designate the time and place of at least three Executive Committee meetings a year.
- B. Special meetings may be called by the president and shall be called at the request of a majority of the members of the Executive Committee.
- C. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE VII COMMITTEES

The president may appoint special committees as necessary.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE IX AMENDMENT OF BYLAWS

These bylaws may be amended at any annual meeting by a majority vote of those in attendance provided notice of the proposed amendment has been provided to members via an appropriate means of communication at least thirty days prior to the annual meeting.

ARTICLE X DISSOLUTION

Section 1. This Association can be dissolved by a two-thirds vote of the members present and voting at an annual meeting, or at a special meeting that has been called, if notice of such vote has been submitted to members via an appropriate means of communication at least thirty days in advance.

Section 2. In the event of dissolution of the Association, any remaining funds will go to a nonprofit organization that is exempt under Section 501(c) (3) of the Internal Revenue Code as follows:

- A. St. Elizabeth Academy, if it exists, or
- B. The Sisters of the Most Precious Blood or another nonprofit organization working for the benefit of the young women to be chosen by the trustees of the dissolution.

PROPOSED STANDING RULES

Revised 08/27/07

ST. ELIZABETH ACADEMY ALUMNAE ASSOCIATION

General

The purpose of the standing rules is to record the Association's policies and procedures. The standing rules of the Association shall be maintained by the secretary. These rules are meant to supplement, and not to duplicate, the Bylaws.

A copy of these standing rules shall be presented to each Executive Committee member. Copies are available to other Association members who request them.

All correspondence shall be on official letterhead with a copy to the president and any involved committee chairs.

All activities undertaken by the Association will comply in every way possible with the goals and action plans set for the year.

The fiscal year shall be July 1 through June 30 and administrative year of the Association shall be December 1 through November 30.

Awards & Recognition

The incoming Association president shall be responsible for purchasing the outgoing president's gift after notification and approval by the Executive Committee and shall present the President's Gift at the Homecoming.

At her discretion, the Association president may present certificates (gifts, awards, etc.) of performance to members in recognition of their performance.

Executive Committee Meetings

The Executive Committee will meet at least three times a year. The meetings are generally in February, April and August.

Executive Committee meetings are open to all interested members.

Location of the Executive Committee meetings will be published in the newsletters, sent via e-mail and/or posted on the website.

Executive Committee Roles & Responsibilities

The president shall preside at all meetings, shall be the chair of the Executive Committee, shall be a member ex-officio of all committees, except the Nominating Committee, and shall appoint the chairs and co-chairs of all committees. She shall call special meetings of the Executive Committee when necessary, perform such other duties as may be

appropriate to her office or imposed upon her by resolutions of the Association, and serve on the St. Elizabeth Academy (SEA) Advancement Committee of the School Board.

The vice-president shall preside in the absence or disability of the president and, while so acting, have the same rights, privileges, and duties of the president. She shall act as chair of any committee to which she may be appointed by the president.

The secretary shall keep accurate minutes of the proceedings of the Executive Committee of the Association. She shall inform the members of the time and date of all meetings. She shall perform such other duties as may be prescribed by the Executive Committee and those appropriate to her office.

The treasurer shall have custody of all funds and pay all bills of the Association. She shall present a financial report at each meeting of the Association and of the Executive committee. She shall give copies of the financial statement and bank reconciliation to the auditors of St. Elizabeth Academy as of June 30th each year.

It shall be the duty of the historian to maintain a file of activities of the Association as a permanent record.

Annual Meeting

The Annual Meeting shall take place at a date and time set by the Executive Committee. Notice of the meeting will be published in the newsletters, sent via email and/or posted on the website.

Newsletters

A biannual newsletter, called “The SEAL” is to be sent to members in the Fall and Spring, or as soon thereafter as practical and necessary. Information may include a letter from the Association president, the SEA principal, a calendar of alumnae events, alumnae news and any other information as appropriate and necessary. The newsletter is edited by the appropriate staff and committee members.

Homecoming

An annual Homecoming will be held in November the Saturday before the Feast of St. Elizabeth. A luncheon will be held following mass at SEA. Officer installation shall be held at the Homecoming mass. The Homecoming mass shall be offered for the souls of all deceased Alumnae.

A Distinguished Alumna will be recognized at the Homecoming. Nominations for the honoree shall be requested in the Spring Newsletter or sent via e-mail and/or posted on the website. The Executive Committee shall select the honoree from the nominations. If no nominations are received the Executive Committee shall appoint the honoree.

The classes honored at the annual Homecoming will be those celebrating their 25th, 40th, 50th, 60th and 70th anniversaries.

Alumnae Scholarship

The Association shall endow annual scholarships for selected daughters and granddaughters of alumnae attending SEA. The amount of the scholarship will be approved by the Executive Committee annually. Four scholarships will be given each year – one for each class. The freshman scholarship recipient shall be approved by the Executive Committee each year. Once a student is selected to receive a scholarship as a freshman she will receive it each year for the remainder of her time as a student of SEA.

Executive Committee Meetings: Agendas and Business

The format for the meetings will be coordinated by the president.

The following shall be the order of business:

- Call to order
- Reading and approval of minutes of previous meeting
- Report of the Officers (in order listed in bylaws)
- Committee reports (If applicable)
- Report of SEA staff members
- Unfinished business
- New business
- Announcements
- Adjournment

Official notice of all meetings shall be given in the newsletter or sent via e-mail and/or posted on the website. The secretary will also email a reminder to the Executive Committee two weeks prior to the meetings.

Financial Policies

The treasurer shall deliver financial records to the SEA Advancement Director to convey on to the auditor on or about July 15 so that the annual SEA audit may be completed in a timely fashion.

An annual budget is prepared by the treasurer, reviewed and approved by the Executive Committee. The treasurer reports on the financial status of the Association at each Executive Committee meeting and prepares financial statements for each meeting, including comparison of actual to budgeted income and expenditures. The treasurer is authorized to pay for all budgeted expenditures, but large or unusual items should be brought to the Executive Committee's attention. Approval of the Executive Committee is required for unbudgeted expenditures.

The Association maintains a checking account and a saving account. The president and treasurer are the authorized signatories, with one signature required for payment or withdrawal. It shall be the responsibility of the outgoing treasurer to contact the financial institutions where the Association has funds to determine the necessary procedures to change signatories.

The treasurer shall exercise due diligence in verifying and paying promptly all budgeted expenditures. All other bills shall be presented to the Executive Committee for approval before payment.

Standing Rules Amendments

These standing rules may be amended by a majority vote of the Executive Committee. They may also be amended by a majority vote of the membership. Before any changes are suggested, the Association bylaws will be reviewed to make sure that said changes do not conflict with the Association bylaws.

The Executive Committee shall review the Association bylaws at least every five years. Recommended changes, additions or deletions shall be presented to the general membership at the Annual meeting.