BY-LAWS
Alumni Association of Sacred Heart Schools, Atherton

ARTICLE I

NAME

SECTION 1. The name of the association shall be The Alumni Association of Sacred Heart Schools, Atherton (hereinafter, “the Association”).

SECTION 2. All business pertaining to the Association shall be addressed to:

The Alumni Office
Sacred Heart Schools, Atherton
150 Valparaiso Avenue
Atherton, CA 94027
alumni@shschools.org

ARTICLE II

MISSION

The Association furthers the mission of Sacred Heart Schools, Atherton (the “School”) by promoting and supporting the involvement of alumni in the life of the School by fostering good will and fellowship among and between alumni and the broader Sacred Heart community, and by encouraging alumni financial support of the School.

The purpose of the Association is to contribute time, effort, and financial support to assist the Schools in its mission and in support of the Goals and Criteria of the Network of Sacred Heart Schools.

ARTICLE III

MEMBERSHIP

SECTION 1. A member shall be any person who has attended, at least one year of a Network Sacred Heart School.

SECTION 2. The rights of members shall be the opportunity to vote, hold office and participate in all Alumni Association events.
ARTICLE IV

THE ALUMNI BOARD OF DIRECTORS

SECTION 1. The governing body of the Association shall be the Alumni Board of Directors (the “Alumni Board”).

SECTION 2. The primary responsibility of the Alumni Board is to provide leadership and direction of the Association by establishing policy and planning events. The Alumni Board shall provide the leadership necessary to encourage and maintain alumni participation and support as well as to assist the Schools with its fundraising.

SECTION 3. The Alumni Board shall consist of not less than 10 and not more than 30 voting members to include officers and directors of the Board. The Alumni Board shall include the officers, the past president and at least 5 additional directors. The Director of Schools, and Director of Institutional Advancement will serve as non-voting ex-officio members of the Alumni Board. The Sacred Heart Schools Alumni Relations Manager will serve as Alumni Board Secretary and serve as a voting member. The Alumni Board shall consist of not more than 25 non-voting members at-large. All voting and non-voting at-large members are required to participate in the Annual Alumni Fund each school year that members serve on the Board.

SECTION 4. The personal presence of two executive members and 2 non-executive members shall constitute a quorum for the transaction of business at all meetings of the Board. Each voting Board member shall be entitled to one vote. Members shall not vote by proxy.

SECTION 5. A member may resign from the Alumni Board. Any member of the Board who shall be absent from 3 meetings, without sufficient explanation, shall have his or her place be declared vacant. Any vacancy shall be filled by election of the Alumni Board pursuant to Article IV, Section 3 and Article VI, section 6.

SECTION 6. In the case of an officer resigning his or her office prior to the first meeting of the fiscal year, of the first year of the term, the vacancy shall be filled by election of the Alumni Board and the newly elected officer will complete the two year term without interim status.

SECTION 7. Board members must attend meetings held September through June. There will be at minimum, five Board meetings held. The inability to attend a minimum of 3 meetings per year may result in forfeiture of membership.
ARTICLE V
THE OFFICERS

SECTION 1. The officers of the Alumni Board shall be President, Vice President for Advancement, Vice President for Alumni Relations, Vice President for Formation to Mission, and Secretary.

SECTION 2. The Officers shall be elected from a slate submitted by the Nominations Chair. Each, except for the past president, shall be elected to a term of two years and shall hold office until the successor shall have been elected and installed. No officer shall serve more than two consecutive terms in the same office. The term of past president shall be one year. The longest time for a member to serve on the Executive Board is six years except when completing a term of office.

SECTION 3. When an officer resigns, except for the President, the President shall select, with the approval of the majority vote of the Alumni Board, an interim officer who will complete the term of the resigning officer.

ARTICLE VI
DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings, including the meetings of the Alumni Board. The President shall have general supervision of the transactions of the Association’s business, insuring it is in proper order and requiring observance of the Association’s By-Laws and parliamentary procedure.

A. The President shall appoint Chairs of Committees, in absence of a volunteer, create committees as deemed advisable, and fill all vacancies in office.

B. The President shall be an ex-officio member of all committees except the Nominating Committee.

C. The President shall sign the Association’s By-Laws and Amendments after adoption of the same by the Alumni Board.

D. The President shall report to the Board of Trustees on Alumni Association activities and represent the Alumni Association on the Board of Trustees (as an ex-officio member with voice and no vote) Advancement Committee if so requested by the Board of Trustees.
E. The President shall organize, with the Vice President of Alumni Relations, an orientation program for new Alumni Board members.

F. The President shall represent the Association before the School at all official and public functions.

G. The President shall perform such other duties as may from time to time be assigned by the Alumni Board.

SECTION 2. The Vice President for Advancement shall assist the President and, in absence of the President, shall discharge the duties of the President. In case of the resignation of the President, the Vice President for Advancement becomes President for the remainder of the term.

A. The Vice President acts in an advisory capacity to the Chairpersons of all fund-raising activities. The Vice President shall report progress and status of all fund-raising activities at each meeting of the Alumni Board.

B. The Vice President shall represent the Association on the Advancement Committee of the Board of Trustees if the President cannot attend. As requested by the Board of Trustees.

C. The Vice President shall report on the status of the Kate Basile de Blois Endowed Scholarship Fund at the September meeting.

D. The Vice President shall be the liaison officer with the Advancement Office of the Schools, assisting with fund-raising endeavors, including, but not limited to, the Annual Fund, Capital Campaigns, and the SHS annual Auction.

SECTION 3. The Vice President for Alumni Relations shall be the liaison for the Alumni Association with class organizers, the student body, and the regional, national, and international alumni organization. In the absence of the President and the Vice President for Advancement, the Vice President for Alumni Relations shall call a meeting to order and preside for that meeting.

A. The Vice President acts in an advisory capacity to the Chairpersons of all friend-raising activities. The Vice President shall report progress and status of all friend-raising activities at each meeting of the Alumni Board.

B. The Vice President shall be the liaison officer with the Regional and National Alumni organizations. The Vice President shall represent the organization at regional and national events. The Vice President shall keep the Alumni Board and through them the Association informed of all news and information distributed by the regional, national and international alumni associations of the Sacred Heart. If the Vice President cannot attend, the Vice President of Formation to Mission shall be designated as the replacement from the Board to attend in his/her place.
C. The Vice President shall be the liaison officer with the Advancement Office of the Schools, the Alumni Office, and all Alumni-at-large. He/She shall assist with friend-raising endeavors of the Association and the Alumni Office.

D. The Vice President shall organize, with the President, an orientation program for new Alumni Board members.

SECTION 4. The Vice President for Formation to Mission shall be the liaison for the Alumni Association with the SHS employee Director of Formation to Mission, and/or work with the ongoing plan for the education of adults to the essential elements of the culture of Sacred Heart Schools. In the absence of the President, the Vice President for Development, and the Vice President for Alumni Relations, the Vice President for Formation to Mission shall call a meeting to order and preside for that meeting.

A. The Vice President will assist in the education of adults in the mission, spirituality, heritage and traditions of the international network of Sacred Heart Schools in order to integrate the values of the Sacred Heart education into the fabric of the goals of the Alumni Association.

B. In the event that the Vice President of Alumni Relations is unable represent the Alumni Association at Regional and National Alumni organizational meetings, the Vice President of Formation to Mission shall attend in his/her place and shall keep the Alumni Board, and through its directors the Association, informed of all news and information distributed by the regional, national, and international alumni associations of the Sacred Heart. If the Vice President of Formation to Mission cannot attend, he/she shall designate a replacement from the Board to attend in his/her place.

SECTION 5. The Vice President for Technology shall be a liaison for the Alumni Association with the SHS Alumni Relations Manager, SHS Director of Communications and SHS Director of Technology to improve the technology used to communicate with the Alumni Community. In the absence of the President, the Vice President for Advancement, the Vice President for Alumni Relations, and the Vice President for Formation to Mission, the Vice President for Technology shall call a meeting to order and preside for that meeting.

A. The Vice President acts in an advisory capacity to for all technology related to the Alumni Community. The Vice President shall report progress and status of all social media and website changes.

B. The Vice President shall be the liaison between the technology committee and the Alumni Association when requested by the Board of Trustees.
SECTION 6. The Secretary (also known as the Alumni Relations Manager) shall have a voting position on the Board. The Secretary shall be responsible for maintaining the records of the Association.

A. The Secretary is to keep minutes of all meetings.

B. The Secretary is to ensure that copies of the minutes and notifications of the next meeting are sent to members of the Alumni Board.

C. The Secretary is to develop and maintain a roster of the Alumni Board. At the first meeting of the school year, the Secretary distributes that roster and calendar of meetings to members of the Alumni Board.

SECTION 7. In the event of the resignation of the President and the inability of any of the Vice Presidents to complete Presidential duties, an election shall be held with board members nominating potential candidates or members self-nominating. A majority vote of the Alumni Board will select a new president to complete the term of the resigning officer.

ARTICLE VII

COMMITTEES

SECTION 1. Nominating Committee

A. The Nominations Chair, who is approved by the Alumni Board executive committee, shall chair the Nominating Committee and work with other officers to identify and solicit potential Board members and officers.

B. The Nominations Chair shall develop an annual slate of Board members and officers to maintain the numbers of the Board and to ensure balanced representations of the Alumni at large.

C. The Nominations Chair shall each year assemble a Nominating Committee which shall be comprised of five members with three members from the Alumni Board and two members from the Alumni body at large.

D. The Nominating Chair shall notify new Directors of their election, shall ensure new Directors receive these By-Laws of the organization, and shall inform directors of the meeting schedule for the year.
SECTION 2. The President will appoint the chairs in absence of a volunteer to other committees, including (but not limited to) the following:

A. SHS Grand Reunion Weekend
B. Class Agents/Outreach
C. Technology
D. Alumni Pinning Ceremonies
E. Any other committees which are needed from time to time, such as during capital campaigns or special anniversary years of the school, or for particular purposes such as revision of bylaws, web site development, special events (regional reunions, particular groups/interests e.g., boarding school alumni, community service projects).

ARTICLE VIII

NOMINATIONS, ELECTIONS, TERMS
(beginning 9/2010)

SECTION 1. Nominations Chair shall present to the Alumni Board the proposed slate of officers for approval by the Board. The slate shall be presented no later than the April meeting of the Board, the vote to be taken no later than May.

SECTION 2. Board members shall serve for a three year term. This term is renewable once. Members may be proposed for re-election at the discretion of the Nominating Committee. The Board will attempt to elect and/or re-elect approximately one-third of its members each year to maintain continuity.

SECTION 3. Officers of the Board shall serve for a two year term (ABET). An officer shall not serve more than two consecutive terms in the same office. The maximum amount of total time for one to serve on the Executive Board is six years.

SECTION 4. The Alumni Relations Office will work with the SHP Principal to nominate SHP students to attend and participate in Board meetings and serve on committees.

- One Senior for a 1-year term
- One Junior for a 2-year term (to serve Jr. & Sr. Year)
- The Senior student will be a voting member
ARTICLE IX

ALUMNI BOARD MEETING

SECTION 1. The fiscal year of the Association shall be from July 1 to June 30.

SECTION 2. Regular meetings of the Alumni Board shall be held regularly from September through June of every year.

SECTION 3. Order of Business shall follow:

1. Call to Order
2. Approval of Minutes of the Previous Meeting
3. Report of the President
4. Report of the Vice President for Advancement
5. Report of the Vice President for Alumni Relations
6. Report of the Vice President for Formation to Mission
7. Report of the Vice President for Technology
8. Committee Reports
9. Unfinished Business
10. New Business
11. Adjournment

ARTICLE X

AMENDMENTS

SECTION 1. These bylaws may be altered, amended, or repealed by a majority vote of the Association Board. The Bylaws and any future amendments shall be communicated to the membership through the alumni pages on the Sacred Heart Schools website www.shschools.org.

Monday, December 13, 2010 – LCBW & Shannon Melinauskas
Voted on and approved by Sacred Heart Schools, Atherton Alumni Association Board
November 15, 2010