

St. Mary's Academy Alumnae Association

By - l a w s

Article I

Name

The name of this organization is Saint Mary's Academy Alumnae Association, hereinafter called "the Association".

Article II

Objective and Purposes

It shall be the objective of the Association to organize the alumnae of St. Mary's Academy for the purposes of promoting and encouraging continuing interest in St. Mary's Academy. The association shall, through its membership and otherwise, render financial and other aid for benefit and betterment of St. Mary's Academy, while developing and encouraging interest in St. Mary's Academy and Catholic education.

Article V

BOARD OF DIRECTORS

Sec.5.1 BOARD MEMBERSHIP. The Board of Directors shall comprise the following:

A. **OFFICERS OF THE BOARD**

President

First Vice-President--School

Second Vice-President--Alumnae

Third Vice-President--Fundraising

Secretary

Newsletter/Publicity Coordinator

Parliamentarian

B. **EX-OFFICIO MEMBERS**

Principal of the Academy

Director of Alumnae/Development

Alumnae/Development Coordinator

Chairs of all Committees

The Responsibilities of the Board are as follows:

A. **PRESIDENT.** The President shall preside at all meetings of the Board. The President shall be an ex-officio member of all Committees of the Board. The President shall have the same rights as any member of the Board to offer motions and to vote on any question which comes before the Board. She shall appoint any vacancies among elected officials with consent of the Board. The President shall review the newsletter with the Newsletter/Publicity Coordinator and Director of Alumnae/Development prior to publication. The President shall have served on the Board at least one year prior to assuming office. After leaving office, the immediate Past President maintains all voting rights on the Board.

B. **FIRST VICE-PRESIDENT--SCHOOL.** The First Vice-President--School shall perform the duties and exercise the powers of President in the absence or disability of the President. She shall perform other duties as may be assigned by the President or the Board. She shall work directly with the chairpersons of each event which deal with the school. The First Vice-President--School is responsible for events, such as, Career Day, the Mentor Program, the Senior Tea and the Senior Alumnae Scholarship Award and shall present a ten report to the Board following each event.

C. **SECOND VICE-PRESIDENT--ALUMNAE.** The Second Vice-President--Alumnae shall perform the duties and exercise the powers of President in the absence or disability of the President. She shall perform other duties as may be assigned by the President or the Board. The Second Vice-President--Alumnae is responsible for events, such as, and shall present a ten report to the Board following each event.

D. **THRID VICE-PRESIDENT--FUNDRAISING.** The Third Vice-President--Fundraising shall perform the duties and exercise the powers of President in the absence or disability of the President. She shall perform other duties as may be assigned by the President or the Board. She will work directly with the chairpersons of each fundraising event and shall assist with the establishment of financial goals and the focus for the event. The Third Vice-President--Fundraising is responsible for events, such as, Adopt-a Student Program, the Wish List, and raffles/drawings and shall present a full written report to the Board following each event.

E. **SECRETARY.** The Secretary shall attend all Board meetings, record minutes, mail and deliver a copy of these minutes to each Board member, and the ex-officio members of the Board, ten days prior to the next Board meeting. She shall keep a notebook of the year's meetings including agendas, minutes, and reports. She shall be responsible for all Alumnae Association correspondence.

F. **TREASURER.** The Treasurer shall maintain the accounting records, reconcile bank statements and give a written financial report at each Board Meeting. She shall prepare and present to the Board at the close of the fiscal year (ending June 30th) an income and balance sheet report. She shall oversee the receipt, safekeeping, investment and disbursement of the funds of the Association in accordance with policies established by the Board of Directors. She shall be responsible for bringing change boxes and change to events when necessary. She shall turn in an itemized account of all monies to the Board at the end of events. She shall prepare and present to the Board a financial report at the end of the year showing all financial transactions for inclusion in the school's annual audit. The Treasurer shall serve on all committees of the Board concerned with the financial affairs of the Association.