



**LA SALLE ALUMNI ASSOCIATION
Bylaws of the Board of Directors**

ARTICLE I – VISION, MISSION & VALUES

VISION:

The La Salle Alumni Association fosters meaningful lifelong association with La Salle, actively supports the mission of the school and is a valuable resource for La Salle graduates, current students and the greater La Salle community.

MISSION:

The La Salle Alumni Association helps facilitate strong relationships between alumni and the school by offering a variety of engaging activities for alumni, their families and the school community, while providing resources and opportunities that strengthen the stability and growth of La Salle Prep and the members of its extended community.

VALUES:

- Push Your Limits; Prepare for Life
- Faith in the Presence of God
- Accept Everyone; Respect All Persons
- Respond to the Poor; Overcome Injustice
- Value the Individual

ARTICLE II – ALUMNI ASSOCIATION

SECTION 1: MEMBERSHIP ELIGIBILITY

All graduates of La Salle Catholic College Preparatory shall be considered members of the La Salle Alumni Association. Additionally, parents of alumni, who themselves are not alumni, can also be considered candidates.

SECTION 2: DUES

No dues shall be collected for membership in the La Salle Alumni Association.

SECTION 3: OFFICE

The office of the Alumni Association shall be located in the Advancement Department/Office of Alumni Giving on the La Salle campus.

ARTICLE III – SCHOOL ORGANIZATION

SECTION 1: ASSOCIATION WITH LA SALLE CATHOLIC COLLEGE PREPARATORY

The La Salle Alumni Association and the Board of Directors are considered auxiliary groups of La Salle Catholic College Prep. The Association and Alumni Board are not separate entities from the school. They are not eligible for their own tax-id number or corporate status. They shall not maintain any bank accounts of their own. All funds shall be processed through the school's regular financial systems.

SECTION 2: SCHOOL OVERSIGHT

As is true for all of the school's auxiliary groups, the Alumni Association and Alumni Board of Directors are subject to oversight by the school's administration. All actions of the Alumni Board are subject to the approval of the President of La Salle Catholic College Preparatory or his/her designated representative. The school's President and Director of Finance retain the ultimate responsibility for how funds will be managed and distributed, and as such will ensure that the Alumni Association works in tandem with the school's mission, purpose and goals.

ARTICLE IV – BOARD ORGANIZATION (PARAGRAPHS IN THIS SECTION REORGANIZED FOR IMPROVED FLOW)

SECTION 1: BOARD ELIGIBILITY

All graduates of La Salle Catholic College Preparatory who meet the membership requirement as stated in Article II, Section 1 above are eligible to serve as members of the Alumni Board with the following exception: The Director of Alumni Giving or the school's designated board liaison shall not serve as a regular (voting) member of the Alumni Board. All other alumni employed by La Salle Catholic College Preparatory are eligible to serve as members of the Alumni Board.

Members of the Alumni Board are eligible to serve on other boards as those boards' bylaws permit.

SECTION 2: ELECTION OF DIRECTORS

There shall be a maximum of fifteen (15) members of the La Salle Alumni Association Board of Directors (Alumni Board), of which up to two members, if not themselves alumni, can be parents of alumni. Each Director shall serve a term of (3) three years, effective as hereinafter provided. Terms begin July 1st and conclude June 30th. Directors will be limited to two (2) consecutive terms. Former directors can be nominated back to the board two years after they leave the board, regardless of how many terms they served.

To ensure continuity of experience on the Alumni Board, three (3) to four (4) new members should be elected each year. Regular elections of Directors shall take place at the second-to-last meeting of the Alumni Board at the end of the academic year. Special elections may be held as needed at the discretion of the Board or the school.

SECTION 3: EXECUTIVE COMMITTEE

The Alumni Board shall be led by an Executive Committee consisting of four (4) Officers and one (1) ex-officio member. The Officers shall serve in these positions: President, Vice-President, Secretary and Treasurer. Each officer will serve a (2) two year term.

The Director of Alumni Giving or another administrator of the President's choosing shall act as School Representative and Liaison for the Alumni

Association. The School Representative and Liaison shall be an ex-officio (non-voting) member of the Executive Committee and Alumni Board.

SECTION 4: VOTING

Each attending board member may cast one (1) vote for new Members and for Officers. The President will vote only to break a tie. The Director of Alumni Giving does not have a vote. Voting for Officers will occur each year during the March meeting, and at the second-to-last meeting of the year for new Directors.

SECTION 5: ELECTION OF OFFICERS

Nominations and voting for Officer elections shall be conducted at the March meeting of each academic year for the next years' service. Officer-elected positions shall use the rest of the meetings of the year to shadow the current officer. The names in nomination shall be submitted to the Board of Directors according to Sections 2 and 3 above. Special elections may be held as needed at the discretion of the Board or the school.

SECTION 6: NOMINATING COMMITTEE

The Nominating Committee shall be composed of the following members: Director of Alumni Giving, President of the Alumni Association Board of Directors, Vice President, and up to two at-large members of the Alumni Association Board of Directors.

SECTION 7: QUORUM

A quorum shall consist of fifty percent (50%) of the elected Alumni Board Members plus one (1). If no quorum is present, no business may be conducted.

SECTION 8: BOARD MEETINGS

The Alumni Board shall meet at least six times per year, but preferably in September, October, November, January, February, March, April, and May, in addition to being present at the All-Boards meeting that typically occurs in June. The schedule of the upcoming year's meetings shall be set at the final meeting of the academic year. Meetings will take place in the La Salle Center, or in a place designated by the President. The date and/or time of a meeting may be changed at the discretion of the President and/or Alumni Board at least seven (7) days in advance of a regularly scheduled meeting. Special meetings may be called at the discretion of the President and/or Alumni Board. Notice shall be given to all members at least seven (7) days in advance of the special meeting. Meetings are open to all alumni and the public.

SECTION 9: REMOVAL OF A DIRECTOR BY THE BOARD

Any Director may be removed from the Alumni Board at any time, with or without cause, by a two-thirds majority vote. A written notice must be signed by all Directors present, and a copy must be given to the removed Director and to the Director of Alumni Giving to file. All removals are subject to review and approval by the President of La Salle Catholic College Preparatory, or his/her designated representative.

SECTION 10: REMOVAL OF A DIRECTOR BY THE SCHOOL

The President of La Salle Catholic College Preparatory may remove any Director from the Alumni Board with or without cause. The President will solicit input from the Principal, Director of Alumni Giving, Vice President of Advancement and members of the Alumni Association Board of Directors as needed. Written notification will be provided to the removed Director and a copy will be kept on file by the Director of Alumni Engagement.

SECTION 11: RESIGNATION

Any member resigning from the Alumni Association Board of Directors will provide written notice to the Director of Alumni Giving. The Director of Alumni Giving will send notice to all members of the Alumni Board.

SECTION 12: BYLAWS

These bylaws may be amended by action of the majority of the Board of Directors. Notice of intention to amend the bylaws shall be given to all Directors at least fourteen (14) days in advance of the meeting where the bylaws are to be acted upon. The Executive Committee will review proposed changes for compatibility with other Alumni Board bylaws, The Alumni Board charter, and the mission of school and inform Directors of how any changes may impact overall operational procedures so that Directors are well informed. All amendments are subject to the approval of the President of La Salle Catholic College Preparatory.

ARTICLE V – DUTIES OF THE EXECUTIVE COMMITTEE

SECTION 1: PRESIDENT

The President shall preside at all meetings of the La Salle Alumni Association Board of Directors. The President shall endeavor to make certain the objectives and purposes of the Alumni Association are maintained and carried out. The President will stay on the Alumni Board as an ex-officio (non-voting) member for one year following their term to serve as an advisor to the new President.

SECTION 2: VICE-PRESIDENT

The Vice-President shall assist the President with all of his/her duties. In addition, the Vice-President shall assume the duties of the President in his/her absence. (S)he shall assume the office of the President in the event of removal or resignation for the remainder of the term. Although the Vice President is eligible to be nominated and elected to the presidency when that office is up for election, it shall not be assumed that the Vice President serves as the President-Elect for the next term.

SECTION 3: SECRETARY

The Secretary shall take and keep minutes of each meeting of the Board of Directors. The Secretary will also take attendance at each Board meeting.

SECTION 4: TREASURER

The Treasurer shall keep regular financial reports for the Alumni Association and makes summary reports to the Board at each meeting. Further, using input and insight from each Committee, the Treasurer will prepare annual budget

proposals. Annual budget proposals will be presented to the Directors for approval by vote at the March meeting.

SECTION 5: SCHOOL REPRESENTATIVE AND LIAISON

The Director of Alumni Giving shall act as the School Representative and Liaison to the Association Board of Directors in order to collaborate on ways to carry out Alumni Board responsibilities. The School Representative and Liaison shall be an ex-officio (non-voting) member of the Alumni Board.

SECTION 6: EXECUTIVE COMMITTEE

The Executive Committee will meet only as needed, such as to review and research proposed changes to the bylaws or to finalize proposed annual budgets. Any officer can request an Executive Session. Directors can also request clarification of governance or operating procedures from the Executive Committee by notifying the President of such a request. Executive meetings can be held in person or electronically. Proposed Bylaw or Charter changes will be made to the Executive Committee, which in turn will work to ready changes for vote by Directors as described in Article IV, Section 12. The Executive Committee will also review the proposed annual budget prior to it being presented to the full board for vote at the March meeting.