

ST. JUDE ALUMNI ASSOCIATION CONSTITUTION



**St. Jude Alumni Association
590 Poplar Street
Elyria, Ohio 44035**

Phone: 440-366-5711

ST. JUDE ALUMNI ASSOCIATION CONSTITUTION

ARTICLE I INAUGURATED

The name of this organization shall be officially known as St. Jude Alumni Association.

The official colors of this association are green and white, the original and present colors of St. Jude's School. In all correspondences and activities, these two colors in any combination are to be used as tastefully as possible.

The Official Foundation Date was December 5, 2002.

ARTICLE II LOGO/SHIELD



ARTICLE III PURPOSE

The St. Jude Alumni Association of Elyria, Ohio is organized for the purpose of promoting the interest and resources of members of the Association. It will also support the present educational and spiritual programs of St. Jude's School and to keep alumni membership informed of the activities and programs of the school through a mutual exchange of ideas.

In the event that the St. Jude Alumni Association, for whatever reason, is dissolved, all financial holdings and property shall be used for the benefit of St. Jude School.

As following the cases set in Canon Law, the present pastor of St. Jude Parish remains the final decision maker and may override any decision, appointment and/or event as executed by the Board of Directors and/or Active, Associate and Honorary membership.

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As following the cases set in diocesan directives, the present Principal of St. Jude's School remains the final decision maker in all matters concerning the present school policies made in conjunction with the student body and/or active school involvement and may override any decision, appointment and/or event as executed by the Board of Directors and/or Active, Associate and Honorary membership.

In an effort to foster cooperation between the St. Jude Alumni Association, the pastor of St. Jude Parish and the principal of St. Jude School, the Association hereby recognizes the Pastor and Principal as *ex officio* members of the Alumni Association, however, without voting rights.

ARTICLE IV MEMBERSHIP

Members of the St. Jude Alumni Association offer their talents and gifts as service to St. Jude School. Membership dues for Charter, Active and Associate memberships excluding the pastor and his assistants, the principal and assistants shall be set by the Board of Directors.

A. Active Membership shall consist of:

1. Charter Membership (Active Membership): Those individuals listed below whose membership dates to the foundation of this Association are: Mrs. Constance (Conry) Brent '51; Mrs. Martha (Kiser) Flanigan '51; Mr. Dave Ursem '51; Mr. Tim Glasow '60; and Mrs. Debbie (Boals) Norris '64. Precedence and honor shall always be given to these five Board members due to the respect of their membership. Throughout their lifetime, these members maintain an active voice.
2. Holders of a diploma from St. Jude School, Elyria, Ohio with dues and with active voice.
3. The Pastor, the Assistant Pastor without dues and with passive voice.
4. The Principal, Vice Principal of St. Jude School without dues and with passive voice.

B. Associate Membership shall consist of those former students who pursued courses leading to a diploma from St. Jude School, or, who pursued courses of study within St. Jude School, however, did not graduate are with dues and with active voice.

C. Honorary Membership shall consist of non-alumni from the following groups:

1. Present members of the school administration and faculty without dues and with passive voice.
2. Others are elected to membership by the Officers without dues and with passive voice, who by reason of their assistance, support, and advice to the school and this association.

ARTICLE V DIRECTORS

A. The Alumni Association of St. Jude School shall be governed by a Board of Directors, which shall consist of Alumni holding Charter or Active memberships and elected by the membership. Each elected member shall be elected for a term of three (3) years. These

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terms may be renewable consecutively for a total of three (3) terms only. A former officer may be reelected only after another elected officer has filled that three (3) year term.

- B. Vacancies within the Board of Directors shall be filled by an absolute majority vote of the remaining members of the Board of Directors for the remaining portion of the term of an elected office.
- C. The Board of Directors of the Association shall meet a minimum of four (4) times each year, and shall consider the program of the Association and established goals for carrying forward the work of the Association.
- D. A quorum to the Board of Directors shall be defined as the number of Active members attending the meeting.

ARTICLE VI *OFFICERS OF THE ALUMNI ASSOCIATION*

- A. The officers of the Association will be: President, Vice President, Treasurer and Secretary.
- B. Each officer shall serve the Association a triennium term from July 1st through June 30th.
- C. Officers of the Association shall be elected from the Active Membership who must profess and practice the Roman Catholic faith.
- D. The election of officers of the Association shall be counted by June 1st, preceding each triennium term. By February 1st prior to the actual election, a special Election Committee shall be established to organize the election process. The members of the committee may be from any membership committee, with active or passive voice, and may include members running for office. This Election Committee shall be in existence only for a four (4) month period. The Election Committee will count and report the results for each elected officer.
- E. In the elective acts of the Association, the member obtains the Office from the Active Membership who has received a majority vote.
- F. Dismissal from any office may occur by consent of the pastor of St. Jude Parish. Reasons for dismissal could include a grave violation of the obligations of the office, or behavior that would constitute a serious disregard to the fulfillment of their service to the Church, School or the Association. Dismissal from any office may also include, with the consent of the Board of Directors, a warning to the member that has not resulted in a correction of the behavior or an offer by the member to submit their resignation.

ARTICLE VII *DUTIES OF OFFICERS*

- A. Agrees and accepts its responsibilities to:
 - 1. Promote the Association and St. Jude School.
 - 2. Agree to accept and recognize the authority entrusted to the Pastor or the Principal of St. Jude School.

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3. Plan the presentation of matters to the General Membership meeting.
 4. Intervene in matters of related importance.
 5. Give its respective vote, when prescribed by law.
 6. When necessary and after mature study, if it is determined to be in the best interests of the Association to erect, divide or consolidate existing committees.
 7. Keep accurate records during the time of their respective service and transfer these same records upon expiration of that term.
- B. The President will preside at all meetings of the Board of Directors and will appoint the committees responsible for maintaining communication between the Association and the administrative officers of the parish and the school. The President shall be recognized as the official spokesperson of the Alumni Association.
- C. The Vice President will serve in the absence of the President and will perform such duties as would be helpful in maintaining a strong and effective Alumni Association. In the event of the death or resignation of the President, the Vice President assumes the office and fulfills the remainder of that term. This term is not to be included as the first of three (3) consecutive terms in regards to reelection.
- D. The Treasurer will serve in the absence of the Vice President and perform such duties as would be helpful in maintaining a strong and effective Alumni Association. The Treasurer shall maintain the Association's funds, bank accounts, deposits, and pay bills with authorization of the President. The Treasurer will keep an itemized record of all receipts for a minimum of 7 years, collect and coordinate membership dues. The Treasurer will oversee fund raising activities and furnish a record of all fiscal activity to the Board of Directors.
- E. The Secretary will perform such duties as would be helpful in maintaining strong and effective communication within the Alumni Association. The Secretary shall notify all members of the board of Directors and Active Membership of upcoming events and meetings. Keep an updated list(s) of all memberships and pertinent information and take minutes of all Board meetings of the Association and furnish minutes to attending members at the next meeting. The Secretary will preserve a file all records and letters of value to the Association.

ARTICLE VIII COMMITTEES

The Association shall have the following regular or standing committees. Non-board members may serve on these committees, but at least one board member must serve on each to insure competent communication between each committee and the Board of Directors. Correspondence by and from each committee must be made at each General Membership meeting. The Board of Directors may establish additional committees when needed. Each committee must nominate a chairperson who will serve on the Executive Committee.

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- A. The Alumni Fund Raising Committee will be responsible for the organization of the Alumni of St. Jude School so as to obtain annual contributions for the Alumni Fund and to assist St. Jude School in other campaigns for funds as may be necessary from time to time.
- B. The Communication Committee will aid the staff in reviewing and planning alumni publications throughout the year.
- C. The Student Recruitment Committee will develop a program in conjunction with the Principal of St. Jude School to explain to prospective students and their families the type of education, which may be obtained at St. Jude School. The Student Recruitment Committee will organize the Alumni for the purpose of assisting in obtaining adequate numbers of students reflecting the quality and character desired by St. Jude School while assisting the school's administration in maintaining a continuing recruitment program.
- D. The Records and Recognition Committee will assist in maintaining accurate and up-to-date records of all alumni and achievements of the alumni of St. Jude School.
- E. Duties for the Reunion Committee have to be determined.
- F. The Election Committee will prepare a list of candidates willing to stand for election as officers to the Board of Directors for a three (3) year term.

The Election Committee will:

1. Only alumni of Active Membership may serve on the Election Committee, which must be formed four (4) months in advance to the election of officers.
2. The nomination and election of officers shall be conducted under the supervision of the Board of Directors and the Election Committee. Nominations are to be made by April 1st in writing to the Election Committee for the various offices. The Election Committee shall contact each alumni nominated for an office in order to obtain acceptance of the nomination. Members of the election Committee are not barred from becoming nominees for any office.
3. Candidates may run only for one office in any given election.
4. The nomination forms shall be made available at the General Membership Election Meeting and not before. Where two (2) or more candidates are running for the same office, the election shall be by secret ballot.
5. The Election Committee will conduct the General Membership Election Meeting in conjunction with the Board of Directors.
6. The right to vote is limited to the Active Membership. Their vote must be received two (2) weeks prior to General Membership Election Meeting or by attendance at that meeting.
7. If only one nominee is nominated for any office, that nominee will be declared elected by unanimous consent or "acclamation."
8. The Election Committee is automatically discharged once the vote is counted and the offices completed.

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9. The declared elected shall be sworn in at the Baccalaureate Ceremony and shall assume the duties of that office immediately after the celebration.
- G. The Board of Directors will be comprised of the officers of the Association, plus all standing committee chairpersons.

ARTICLE IX THE OATH OF OFFICE

Do you as alumni of St. Jude School, standing before the altar of God, solemnly promise that you will abide by the constitution of the St. Jude Alumni Association, and that you will perform to the best of your ability the duties of the office to which you have been elected? **“I do.”**

ARTICLE X MEETINGS

- A. All meetings must begin and end with a prayer.
- B. The Alumni Association shall meet at least annually as General Membership, or on the request of a majority of the Board of Directors. At special meetings, only those items specified in the call for the meeting shall be transacted.
- C. The Board of Directors shall meet not less than four (4) times annually as the President or as a majority of the Board sees necessary or as “on call.”
- D. The Regular and/or Standing committees shall meet “on call” and for as many meetings as necessary, but not less than two (2) annually. Each committee is to have a chairperson to serve on the Board of Directors. Any membership, Active or Honorary may serve on a Regular or Standing Committee.
- E. The Order of Business shall follow:
 1. Call to meeting at the scheduled time.
 2. Opening Prayer.
 3. Reading and action on minutes of the previous meeting by the Secretary.
 4. Reports from the President, Treasurer, and Secretary.
 5. Reports of committees in alphabetical order.
 6. Report from members.
 7. Unfinished business.
 8. New business
 9. Closing Prayer.
 10. Adjournment.
- F. In the event that a regular scheduled meeting needs to be canceled, the membership shall be notified 24 hours in advance, except for cases of emergency or inclement weather.
- G. A quorum of the Active Membership shall consist of a majority plus one (1).
- H. A majority of the members of the Board of Directors shall constitute a quorum of that body.

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ARTICLE XI ASSOCIATION YEAR

The fiscal year of the Association will begin on July 1st and end on June 30th of each year.

ARTICLE XII THE STATUTES

- A. Statutory Law constitutes those specifics of written law that has been legally passed by the legislative body. It pertains to the President, with the deliberative vote of the Board of Directors, to approve statutes and their amendments as edited according to the dispositions of this Constitution.
- B. Statutory laws must be represented in written form to address given circumstances during a specified period of time as established by a majority vote plus one (1) of the General Active Membership and passed by a majority vote of the Board of Directors.
- C. The Statute Book is to be reprinted after each Triennium period and may take effect immediately upon vote or election. Statutory laws may be established, modified or abrogated at any time and at any annual or special meeting of the Association, however, notification must be made public and in writing by the Secretary one (1) month prior to that scheduled meeting.

ARTICLE XIII INTERPRETATION OF THIS CONSTITUTION

If and when an interpretation of an article included in this Constitution is required, the interpretation is to be made by vote of the Board of Directors. Once a consensus is reached by at least a majority vote of one, an interpretation has been reached and must be accepted by the General Active Membership only during that triennium.

ARTICLE XIV AMENDMENT OF CONSTITUTION

The Constitution may be amended by affirmation vote of two-thirds of the Active Membership alumni present at any annual or special meeting of the Association, however, notification must be made public and in writing by the Secretary one (1) month prior to that scheduled meeting.

ST. JUDE ALUMNI ASSOCIATION CONSTITUTION ADMENDMENTS

Amendment I:

The purpose of this amendment is to define the use of the St. Jude Alumni Association's Roster.

A. The names and addresses of the graduates of St. Jude's School are obtained and maintained by Representatives of each Class for the purpose of mailing information to them. The graduate's phone number and E-mail address may be included **ONLY WITH THEIR PERMISSION** or when listed in public records.

B. **ONLY** the list of each CLASS YEAR will be shared with classmates of that year for class correspondence via a Class Representative or an Alumni Association Board Member or Roster Chairperson. This Roster **WILL NOT BE SHARED OR SOLD** to anyone else or any organization except Elyria Catholic High School.

C. We have used the Elyria Catholic High School Directory to obtain a good portion of the St. Jude's Roster. We have on file a letter from EC's Development Coordinator, Michelle Wisnor, that they will be using the information we will share with them for the sole purpose of updating their database. "This information will not be sold or shared in anyway with the exception of passing current addresses and phone numbers along to (EC) class agents who are responsible for planning their class reunion."

Based on this letter we have agreed to share our list with EC periodically, and they have agreed to use it to correct their **DATABASE ONLY** and **NOT TO SHARE** our Roster with anyone else or sell it to any other organization. We hope that this amendment will stimulate **St. Jude Graduates** to have their information listed in our Roster.

Date the Alumni Board Approved: 4-11-08