

By-Laws
St. John Vianney High School Alumni Association
Amended By-Laws October 2008

ARTICLE ONE
Office

The principal office of the St. John Vianney High School Alumni Association shall be located at St. John Vianney High School, 1311 South Kirkwood Rd., Kirkwood, St. Louis County, Missouri. The association may have other offices either within or without the state of Missouri, as the Alumni Board of Directors may determine from time to time.

ARTICLE TWO
Members

Graduates of St. John Vianney High School are automatically members of the Alumni Association. There are no dues to maintain membership. In order to be considered an active member of the Alumni Association, an alumnus must maintain a current address and contact information in the St. John Vianney database and the school continues to have permission to remain in contact with the alumnus.

The Alumni Board of Directors reserves the right to review the dues structure on an annual basis.

Voting Rights

Each Active Member shall be entitled to one vote on each matter submitted to a vote of the members. Only the Board of Directors may vote at Alumni Board meetings, if at any time such a meeting may be open to other members at large.

A majority vote as stated within these by-laws shall be considered 50% + 1.

Termination of Membership

Active membership in the Association shall be terminated upon the failure of an alumnus to maintain a current address in the St. John Vianney High School database, and shall automatically be reinstated upon the bringing up to date of the lapsed address. An alumnus of St. John Vianney High School may terminate his membership in the Alumni Association by requesting "do not mail/do not solicit" status with the Alumni Office.

Transfer of Membership

Membership in the Association is not transferable or assignable.

ARTICLE THREE
Meetings of Members

Regular Meetings

There shall be two scheduled regular meetings of all members in the months August and February. Each meeting shall be on the second Monday of the month at 6:30 p.m. or at such other and additional times as may be called by the Alumni Board of Directors or the President of the Association. If no designation is made, the place of the meeting shall be at St. John Vianney High School, 1311 South Kirkwood Rd., Kirkwood, Missouri.

The purpose of the regular meetings is to engage members in meaningful activity and discussion to further promote the mission of the school.

Notice of Meetings

There shall be no requirement that written notice of meetings be given. If special meetings are held or arranged other than those set forth above as the annual election meetings or regular meetings, such meeting or meetings shall be called by sending written or emailed notice stating the place, day and hour of any meeting and shall be mailed to the members not less than five days before the date of such meeting by or at the direction of the President, Secretary, or other officers of the Alumni Board of Directors calling the meeting.

Quorum

Ten members in good standing shall be required in order to constitute a quorum at any meeting of the members. If a quorum is not present in any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice.

Proxies and Voting by Mail

At any meeting of members, including any election meeting, a member entitled to vote may vote by proxy executed in writing or by email by the member or his duly authorized attorney in fact. No proxy shall be valid after 90 days from the date of its execution, unless otherwise authorized by the Alumni Board of Directors. Where directors or officers are to be elected by members such election may be conducted by mail or email in such a manner and under such terms as the Alumni Board of Directors shall determine. Proxy votes may be sent to the email of the Alumni Association President or Secretary or to the Alumni Association office address at 1311 South Kirkwood Rd., Kirkwood, Missouri.

ARTICLE FOUR
Board of Directors

General Powers

The affairs of the Association shall be managed by its Board of Directors. A member of the Alumni Board of Directors is elected, or nominated, to hold a position based on demonstrated involvement, support and commitment to St. John Vianney High School and the Alumni Association. In accepting the appointment, an individual agrees to fulfill the requirements and meet the responsibilities associated with Board membership. Directors need not be residents of the State of Missouri.

Number, Tenure, and Qualifications

The number of directors shall be at least seventeen (17) which includes the four elected officers and the immediate past president. Directors shall be elected at the annual meeting of members, and the term of office of each director shall be until the next annual meeting of members. The other members of the Alumni Board are the decade representatives, one from each decade 1960's, 70's, 80's, 90's, 2000's, etc. as added, the current alumni director, a St. John Vianney High School Board representative and the five committee chairs.

Regular Meetings

The Alumni Board shall hold regular meetings throughout the year. The Board may provide, by resolution, the time and place for holding additional regular meetings without additional notice than such resolution and shall be permitted to alter the time, place, and length of any other regular meetings upon resolution.

Special Meetings

Special and additional meetings of the Alumni Board of Directors may be called by or at the request of the president or any two directors and shall be held at St. John Vianney High School, 1311 South Kirkwood Rd., Kirkwood, Missouri, or at such other place as the directors may determine.

Quorum

A majority (9) of the Board of Directors shall constitute quorum for the transaction of business of any meeting of the Alumni Board but if less than a majority of the directors are present at a meeting, a majority of the members at a meeting may adjourn the meeting without further notice.

Board Decision

The act of a majority of the directors present at which a quorum is present shall be the act of the Alumni Board of Directors, unless the act of a greater number is required by law or by these by-laws. Board Directors are the only ones who may vote to make decisions related to the direction and Association and business of the Alumni Board.

Vacancies

Any vacancy occurring on the Alumni Board of Directors shall be filled by the Alumni Board of Directors. A director shall be appointed and approved by the rest of the Alumni Board; the new director shall serve for the remaining, unexpired term of his predecessor.

ARTICLE FIVE

Officers

The officers of the Association shall be a president, a vice-president, a secretary, a treasurer, and the immediate past president. Any additional officers may be added by the Alumni Board of Directors, as needed. Descriptions of each elected officers' duties and purpose can be found at the end of this document.

Officer Job Descriptions

Alumni Association President

- Is a member of the Alumni Board
- Assumes responsibility for the success of each activity or project the chapter undertakes
- The President shall preside over all meetings of the board and full membership except for elections, which shall be presided over by the Chairman of the Membership Committee.
- The president is responsible for maintaining and supervising all aspects of the association and is the principal representative of the association.
- Appoints the committee chairs, in consultation with other Board members
- Works with officers & committee chairs on implementation and execution of annual plans
- Monitors financial planning and financial reports with the Treasurer
- Annually evaluates the performance of the association in achieving its mission
- Performs other responsibilities as assigned by the Board

Alumni Association Vice-President

- Is a member of the Alumni Board.
- The Vice-President shall represent the association at the direction of the President.
- Take on projects, assignments, and attend events to help obtain the association's overall goals
- Participates closely with the President to develop and implement officer transition plans
- Performs other responsibilities as assigned by the Board

Alumni Association Secretary

- Is a member of the Alumni Board
- Maintains the Board's records and manages membership records by coordinating address, phone and email information.
- Responsible for gathering minutes and recording pertinent information from the Board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Retains copies of all Board and association agendas, minutes and other pertinent information. Two official copies shall be kept: one at St. John Vianney High School and one with the Secretary.
- The Secretary shall assure that member requests for documents are provided in a timely manner and at reasonable cost.
- The Secretary shall work with the Director of Alumni Relations to ensure proper information on all communications.
- Works with the Board, committees and Director of Alumni Relations to get the yearly events calendar scheduled.
- Performs other responsibilities as assigned by the Board

Alumni Association Treasurer

- Is a member of the Alumni Board
- All financial transactions shall be recorded both as to the amount and purpose of the expenditure.
- The Treasurer shall be responsible for assembling the annual budgets of the association.
- The Treasurer shall assure that financial and accounting procedures are established in writing and conform to good accounting practices.
- The Treasurer (or a designated member approved by the board at the suggestion of the Treasurer); and one other Officer (or two Board Members); must approve all disbursements of association funds. The Director of Alumni Relations may also approve disbursements of funds.
- Performs other responsibilities as assigned by the Board

Election and Term of Office

The officers of the Association shall be elected annually by the active members. An election will take place each May. There are no term limits for officers. Each officer shall hold office until his successor shall have been elected and qualified.

Removal

Any Officer elected or appointed may be removed by a majority vote of the Alumni Board of Directors whenever in their judgment the best interest of the Association would be served by removal.

Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Alumni Board of Directors for the unexpired portion of the term.

Powers and Duties

The several officers shall have such powers and shall perform such duties as may from time to time be specified in resolutions or other directives of the Alumni Board of Directors. In the absence of such specifications, each officer shall have the power and authority of such officers with the same title serving in non-profit corporations having the same or similar general purposes and objectives.

ARTICLE SIX Committees

The Alumni Board of Directors may by majority vote, designate committees each of whom shall consist of two or more members; there shall be at least five committees; Academic, Advancement, Membership, Mission Integration and Events. Additional and other committees may be approved by the Alumni Board of Directors as deemed necessary and appropriate.

Committee Eligibility

Committee membership is open to all Alumni Association members. Members may join a committee at any time. Each committee is facilitated by a chairperson. Any alumni may volunteer to serve as a member of a committee. Each committee chairperson, by nature of the position is a member of the Alumni Board. Committee Chairs are responsible for setting committee goals along with the Director of Alumni Relations and the Alumni Association Officers. Also, Chairs are responsible for reporting the progress of events and activities to the Alumni Board and providing written summary reports for all events.

Committee Job Descriptions

Academic Committee

This committee serves in a support role to the academic programs of the school. Key areas of involvement could include the alumni scholarship program, an alumni speaker series, Career Day speakers, recruitment of incoming students and a Mentoring/Shadow Program for current students. The Chair is responsible for the recruitment of specific sub committee chairs and communication with the school administration on the best ways to support the academic programs.

Advancement Committee

This committee will work closely with the Director of Institutional Advancement and the Director of Alumni Relations in generating monetary support from the alumni towards the Annual Appeal, Capital Campaign, as well as supporting the school's financial development efforts themselves. The Chair is responsible for working with the Institutional Advancement Office on the implementation and goals of an annual advancement plan to increase awareness of the organization, expand the donor base and solicit donations.

Membership Committee

This committee is responsible for engaging Vianney Alumni in the implementation of a membership plan through recruiting and retaining active members in the Vianney Alumni Association. The membership committee will be responsible for creating strategies to help engage members, advise the Director of Alumni Relations and Alumni Board on member relations and retention and promote the benefits of membership in the Alumni Association. The membership committee will work to assist all association committees & the Institutional Advancement Office in recruiting alumni volunteers.

Mission Integration Committee

This committee is responsible for supporting the mission of St. John Vianney High School. This includes the spiritual, academic and personal excellence for each student in the Catholic, Marianist tradition. The Chair is responsible for organizing alumni and events that will support the mission of the school. Key events could include an Alumni Service Project and an Alumni Liturgy.

Events Committee

This committee is responsible for the organization and execution of Alumni Association events and activities. This includes, but is not limited to, Homecoming Weekend, the Alumni Association Trivia Night and the Alumni Association Golf Tournament. The Chair is responsible for organizing the individual event(s), recruiting alumni volunteers, arranging set-up and clean-up of all Alumni Association events. Proposals to eliminate, alter or add activities will be presented to the Alumni Board for discussion and/or approval.

ARTICLE SEVEN
Contracts, Finances, Deposits and Gifts

Contracts

The Alumni Board of Directors may authorize any officer or officers or agent or agents of the Association, in addition to the officers so authorized by these by-laws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or may be confined to specific instances.

Finances

All checks, drafts, or orders for the payment of money, noted or other evidence of indebtedness issued in the name of this Association shall be signed by such officer or officers or agent or agents of the Association. The Vianney business office and/or its employee may act as agent or agents with written approval from two (2) Directors or the President to conduct such business related to the Association.

Deposits

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Alumni Board of Directors may select.

Gifts

The Alumni Board of Directors may accept on behalf of the Association any contribution, gifts, bequests, or devise for any purpose of the Association. The Alumni Board of Directors may accept any contributions or gifts as they may deem appropriate.

ARTICLE EIGHT
Evidence of Membership

Each Active Member shall be issued and provided a card indicating active membership. Such cards will be issued at the beginning of each school year. September 1st will start a new membership school year.

ARTICLE NINE
Books and Records

The Association shall keep the books and records of accounts and shall keep minutes or other records of proceedings of its members, Board of Directors, and or committee meetings at the office of the Alumni Director, located at St. John Vianney High School. Upon written notice any member may review such records at a reasonable time during normal school hours or other times to be arranged.

Mission Statement

St. John Vianney High School is dedicated to forming young men for spiritual, academic and personal excellence in the Catholic Marianist tradition.

The Characteristics of Marianist Education

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice and peace
- Educate for adaptation and change