

# HOLY CROSS OF SAN ANTONIO ALUMNI ASSOCIATION

## BYLAWS

### ARTICLE I

#### NAME:

This organization shall be known as the Holy Cross of San Antonio Alumni Association, San Antonio, Texas, hereinafter referred to as "Association".

### ARTICLE II

#### LOCATION:

The principal office of the Holy Cross of San Antonio Alumni Association will be located at Holy Cross of San Antonio, San Antonio, Bexar County, Texas.

### ARTICLE III

#### PURPOSE:

The purpose of the Association is to further the mission of Holy Cross of San Antonio through the following activities:

- \* fostering a spirit of solidarity, friendship, and dedication among alumni and Holy Cross of San Antonio;
- \* sponsoring, directing and participating in such charitable, educational, religious, social, athletic and other activities as may advance the interest of the Association and its members or the interest of Holy Cross of San Antonio as determined by the Executive Committee and the President of Holy Cross of San Antonio;
- \* establishing fellowships, scholarship funds, and such other programs as may assist worthy and needy students to make it possible for them to attend and complete their course of study at Holy Cross of San Antonio;
- \* raising funds and soliciting contributions to Holy Cross of San Antonio;
- \* encouraging perpetuation of the Holy Cross Code, of which all students are taught to uphold and value while attending classes at Holy Cross of San Antonio;
- \* recognizing and publicizing the talents and contributions of alumni in serving their profession and communities in ways that serve as examples of the fulfillment of the mission of Holy Cross of San Antonio;
- \* performing such other special tasks or projects that promote or contribute toward the general welfare of Holy Cross of San Antonio, its alumni, and their community.

### ARTICLE IV

#### MEMBERS:

##### *Section 1 - Memberships*

Graduates. Graduates of Holy Cross of San Antonio shall automatically qualify for membership in the Association and be accepted as members in good standing upon payment of the annual dues as specified in these Bylaws.

Former Students. Upon the signed recommendation of a member in good standing, former students who attended Holy Cross may apply and be accepted as members in good standing subject to the approval of the President of Holy Cross of San Antonio, a majority vote of the Executive Committee, and payment of annual dues as specified in these Bylaws.

Members in Good Standing. Members in good standing are entitled to voting rights and are eligible for election to the Executive Committee.

Friends of Holy Cross Alumni. Persons who neither graduated nor attended Holy Cross but wish to support the Association's efforts through payment of annual dues as specified in these Bylaws shall be known as Friends of Holy Cross Alumni. Friends of Holy Cross Alumni are entitled to all of the privileges of membership except those of voting and of holding office.

Honorary Life Members. Upon the signed recommendation of a member in good standing and by a vote of two-thirds of members in good standing, Honorary Life Membership may be conferred upon an alumnus or another person who shall have rendered notable service to Holy Cross of San Antonio or to the alumni community. An Honorary Life Member shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of voting and of holding office. There shall be a limit of one (1) Honorary Life Membership per fiscal year that can be conferred.

##### *Section 2 - Dues*

Annual Dues. Annual dues shall be payable in the month of July, and any subsequent month thereafter in the case of new members or those members

who have failed to attend earlier meetings, and be required for qualification as a member in good standing. The Treasurer is responsible for collecting all dues.

The dues structure will be implemented in July of 2003.

Graduates:

Payment is scaled as follows:

- Graduates removed 5 years or less have no dues to pay
- Graduates removed 6 to 10 years are required to pay \$10/ year
- Graduates removed 11 to 39 years are required to pay \$25/ year
- Graduates removed 40 or more years are required to pay \$10/year

Lifetime Membership:

At any time, graduates can receive lifetime membership upon payment of a one time due of \$400.

Former Students & Friends of Holy Cross Alumni:

Former Students & Friends of Holy Cross Alumni are required to pay \$25/year

**ARTICLE V**

**OFFICERS:**

Ex -Officio - immediate past president shall serve as an Ex-Officio member for one (1) year to assist the President and the Executive Committee. Ex-Officio members will have no voting privileges in executive session.

Elective - The President, Vice-President, Secretary, Treasurer, and Class Representatives shall be Elective Officers of the Association.

Class Representatives: One member of each of the following class groups shall be elected to represent their classes on the Executive Committee: through 1965, 1966-1970, 1971-1975, 1976-1980, 1981-1985, 1986-1990, 1991-1995, 1996-2000, 2001 and forward.

Every five years beginning in February 2004, the Committee shall consider a motion to amend this section of the Bylaws and may adjust the Class Representatives years such that the Executive Committee is maintained at an appropriate and manageable size.

Appointive - Parliamentarian and Chairmen of the Standing Committees shall be Appointive Officers of the Association.

*Section 1 - President*

The President shall:

1. Preside at all meetings of the Association and of the Executive Committee in accordance with the provisions as outlined in the publication of Robert's Rules of Order (Revised Edition).
2. Appoint the Appointive Officers of the Association not otherwise noted in these bylaws.
3. Plan the meetings and activities of the Association.
4. Sign all official documents and papers of the Association.
5. Appoint Special Committees as the need arises.
6. Perform such other duties that are usually inherent with the Office of the President as outlined in Roberts' Rules.

*Section 2 - Vice President*

The Vice President shall:

1. Have all the powers and perform all of the duties of the President in his absence, including but not limited to removal, incapacitance, or death.
2. Maintain a record of all members in good standing.
3. Preside as Chairman of the Fundraising Committee.

*Section 3 - Secretary*

The Secretary shall:

1. Keep a record of the proceedings of the Association and Executive Committee meetings and read these minutes at subsequent meetings.
2. Notify the members of the date and time of the Association's regular meetings.
3. Notify the members of the date and time of the Association's Annual Meeting.
4. Notify the members of the date and time of any special meetings.
5. Receive and file reports of all Committee Chairmen.
6. Sign all documents and papers of the Association.
7. Preside as Chairman of the Public Relations Committee.

*Section 4 - Treasurer*

The Treasurer shall:

1. Collect the annual dues and all other monies.
2. Deposit funds with Holy Cross Business Office within 72 hours of receipt of funds.

3. Pay all obligations as approved by the Executive Committee
4. Retain vouchers for all disbursements.
5. Maintain a record of all monies received and disbursed.
6. Present a financial report at each meeting.
7. Prepare and present an annual report for the fiscal year.
8. Prepare an annual budget in conjunction with the Finance Committee for approval by the Executive Committee at the Annual Meeting in May.
9. Preside as Chairman of the Finance Committee.

#### *Section 5 - Class Representatives*

Class Representatives shall:

1. Represent their respective eras in communication with Executive Committee.
2. Maintain communication with alumni on activities within Executive Committee.
3. Maintain, seek, and update contact information for their respective era alumni.

#### *Section 6 - Parliamentarian*

The Parliamentarian shall:

Serve as an advisor to the Association on all questions of parliamentary procedure as outlined in the publication of Robert's Rules of Order (Revised Edition)

#### *Section 7 - Chairmen*

The Chairmen of standing committees or special committees shall:

1. Oversee the operation of their respective committees
2. Report the status of projects to the Executive Committee

### **ARTICLE VI**

#### **EXECUTIVE COMMITTEE:**

The Ex-Officio, Elective, and Appointive Officers of the Association shall constitute the Executive Committee.

#### *Section 1 - Nominations*

1. Nominations are the responsibility of the Nomination Committee.
2. Additional nominations for Executive Committee Officer positions may be received from members in good standing in writing, provided they are received by the chairperson of the nominating committee by March 31st of the election year and include the written support of two other members in good standing for each nominee
3. The Inaugural Election on May 23, 2003 will be open to all Holy Cross graduates. Nominations must be received in writing by 8pm at the April 24, 2003 Alumni Meeting, Holy Cross Library.

#### *Section 2 - Elections*

1. Elections will be held during the Annual Meeting of the Election Year.
2. All votes are to be tabulated at the Annual Meeting
3. The nominee with the majority of votes will be granted the position.
4. The respective positions elect winners will be announced before the closure of the annual Meeting.
5. The outgoing Executive Committee and the newly elected Executive Committee are to meet before June 30 of the election year to be briefed on current events.
6. Because the dues structure will not be implemented until July 2003, the Inaugural Election on May 23, 2003 will be open to all Holy Cross graduates. The May 2005 election and all elections going forward will be open to nominated members in good standing.

#### *Section 3 - Terms*

1. The President, Vice President, Secretary, Treasurer, and Class Representatives shall be elected every two years at the Annual Meeting in the month of May.
2. The tenure of office shall be two (2) years but there shall be no restriction against officers succeeding themselves or being elected to a new office in successive years.
3. The Officers-elect will be installed by a past president, designated by the outgoing president during the regular meeting in the month of July and immediately assume their respective offices.
4. Upon vacancy created by death, removal, resignation, or incapacity of any Officer, an announcement of the vacant office shall be made to the general body. A special election shall be held within sixty days to fill that office, by which a majority vote of the eligible membership shall determine the newly elected member of the Executive Committee. The Executive Committee or President shall appoint a member to the vacant office until the said election is held. An appointment shall become the "Acting" Officer (pro tempore), with all duties and responsibilities of that office, upon majority approval of the Executive Committee.

#### *Section 4 - Appointments*

1. The President shall make all appointments as designated within these bylaws by the July regular meeting.
2. The tenure of appointments is two years or less dependant on the discretion of the President.

#### *Section 5 - Removal*

1. Officers can be removed from Office with or without cause by a two-thirds vote of the Executive Committee.
2. The Executive Committee must meet in its entirety to execute a vote to remove an officer.

3. A motion to remove an officer must be made at the previous regular meeting for placement on the next regular meeting agenda or special meeting agenda if called upon by the President.

#### *Section 6 - Inaugural Election*

1. The Inaugural Election will be held May 23, 2003 at the Annual Meeting. All Holy Cross graduates are eligible to run for election and vote. Nominations must be received in writing by 8pm at the April 24, 2003 Alumni Meeting, Holy Cross Library.

### **ARTICLE VII**

#### STANDING COMMITTEES:

The Standing Committees shall be: Alumni Relations, Finance, Fundraising, Mentor, Nominating, and Public Relations.

A Committee is defined as one Chairman plus volunteers, as needed. All Committee members must be members in good standing.

#### *Section 1 - Alumni Relations Committee*

The Alumni Relations Committee shall:

1. Coordinate the projects and activities as approved and delegated by the Executive Committee.
2. Be responsible for collecting alumni information from the class representatives as requested by the Executive Committee.
3. Maintain alumni records.
4. Conduct searches of alumni records as requested by the Executive Committee.
5. Perform other delegated duties as assigned by the Executive Committee.

#### *Section 2 - Finance Committee*

The Finance Committee shall:

1. Prepare an annual budget for review and approval at the annual meeting by the Executive Committee.
2. Prepare financial records for review and presentation at regular meetings.
3. Advise the Executive Committee on any major commitment of funds or Association resources in excess of \$100
4. Advise the President in the investment of Association funds.
5. Fulfill an active role in the preparation of the association budget and its execution.
6. Assist in establishing a cash management and internal control procedures for all Association funds.
7. Oversee the works of the Treasurer.

#### *Section 3 - Fundraising Committee*

The Fundraising Committee shall:

1. Be responsible for organizing fundraisers and benefits for the Association, not to exceed four fundraisers per year.
2. Seek sponsorship for Association events.

#### *Section 4 - Mentor Committee*

The Mentor Committee shall:

1. Work with the faculty at Holy Cross of San Antonio to establish and maintain an Alumni Mentor program.
2. Actively recruit Alumni to participate in the program

#### *Section 5 - Nominating Committee*

The Nominating Committee shall:

1. Be appointed by the President during the February regular meeting of an election year.
2. Consists of five members reflecting a fair representation of the Executive Committee, which shall include at least one past president, one officer of the Executive Committee, and one member with previous service on the nominating committee.
3. Make nominations for all offices that are subject to election by the membership.
4. Prepare consolidated list of all nominated individuals with biographies that is to include: Name, Holy Cross Class Yr, Position Sought, and a Summary of Qualifications.
5. Present to the Executive Committee all nominations for office at the April meeting.

#### *Section 6 - Public Relations Committee:*

The Public Relations Committee shall be responsible for publicizing the events and activities of the Association in order to:

1. Promote good will among all facets of the Holy Cross of San Antonio family through information about Association activities.
2. Stimulate Association participation and new membership by recognition of the efforts of current members.
3. Publicize all Association activities and accomplishments.
4. Institute programs and develop methods to stimulate interest in the Association and to increase membership.
5. Notify members of meetings and special events.
6. Maintain an accurate membership roster and tabulate attendance at all general meetings.
7. Manage the content of the website.

## ARTICLE VIII

### MEETINGS:

Regular Meetings. The regular meetings of the Association shall be conducted in September, February, April, and July on such day as decided at the Annual meeting.

Annual Meeting. The Associations Annual meeting shall be conducted in the month of May on the Friday of the Memorial Day weekend.

All Regular and Annual Meetings will be held on the premises of Holy Cross of San Antonio.

Inaugural Meeting. The Inaugural Annual Meeting will be held Friday, May 23, 2003.

Special Meetings. Special meetings of the Association and the Executive Committee shall be held upon call by the President or as directed in these bylaws.

Quorum. One-half of the Executive Committee plus any members of the Association present at the meeting shall constitute a quorum for transaction of business.

## ARTICLE IX

### AMENDMENTS:

No amendments shall be made to these Bylaws except at a regular meeting of the Association and by two-thirds vote of the members present and voting. No amendment shall be made unless a formal notice of the proposed amendment has been given at the previous regular meeting of the Association

## ARTICLE X

### FISCAL YEAR AND BUDGET:

The fiscal year for the Association shall begin on July 1st of each calendar year and end on June 30<sup>th</sup> of the next succeeding year.

An annual budget for the next fiscal year shall be prepared for approval by the Executive Committee at its Annual meeting each year. Budget preparation shall be the responsibility of the Finance Committee.

No part of the net earnings of the Association shall inure to the benefit of any member or any individual. Upon liquidation or dissolution of the Association, after providing for its debts and obligations, the remaining assets of the Association shall not inure to the benefit of any member or individual but shall be distributed to Holy Cross of San Antonio.

## ARTICLE XI

### STANDING RULES:

#### *Section 1 - Order of Business*

The following order of Business shall govern

1. Call to order
2. Prayer and Roll Call of the Executive Committee
3. Welcome of new members and visitors
4. Minutes of the previous regular meeting
5. Minutes of the Executive Committee meeting
6. Correspondence
7. Treasurer's report
8. Reports of Standing Committees
9. Speakers
10. Reports of Special Committees
11. Adjournment with Prayer

#### *Section 2.*

The Presiding Officer has the right to dispense from the above Order of Business in particular cases, subject to the wish of the assembly.