

**CONSTITUTION AND BY-LAWS**  
**Holy Names High School Alumnae Association**

**ARTICLE I**

The official name of the organization shall be HOLY NAMES HIGH SCHOOL ALUMNAE ASSOCIATION.

**ARTICLE II**

The aims of this non-profit, unincorporated association shall be: To preserve, promote and strengthen the welfare and best interests of Holy Names High School and her students; To unite all graduates through the Alumnae Association, and to encourage them to assist in efforts to promote the mission of Holy Names High School.

**ARTICLE III OFFICE LOCATION**

The Office of this Association shall be located at Holy Names High School.

**ARTICLE IV MEMBERSHIP**

All graduates of Holy Names High School are members of the Association.

**ARTICLE V ADMINISTRATION**

1. Officers of the Association shall be President, Vice President, and Secretary.
2. The Alumnae Board shall consist of the Officers of the Association, Past Presidents, Class Representatives, and all HNHS Alumnae who choose to attend. A quorum of the Board for the transaction of business at any Board Meeting shall be a simple majority of the Board members present.
3. The Executive Board shall consist of the three elected Officers of the Alumnae Board.
4. The following shall be ex-officio members of the Alumnae Board and the Executive Board: Principal/President of Holy Names High School, the Alumnae Director and the Development Director.
5. In the event of a vacancy in any office through death, resignation or other cause, a successor shall be chosen by the Executive Board to fill the remainder of the term.

**ARTICLE VI ELECTION OF OFFICERS**

1. The Nominating Committee shall present a slate of officers to the Alumnae Board one meeting prior to elections. The consent of all candidates shall be obtained before presentation.
2. Qualifications for candidates: All elected members of the Alumnae and Executive Board shall be graduates of Holy Names High School.
3. The officers shall be elected by a majority vote of the alumnae members present at the annual Homecoming meeting. These officers shall assume their responsibilities at the first Alumnae Board meeting in August or September.
4. Term of office shall be for two years and shall be staggered. President and Secretary shall be elected in even numbered years; Vice-President shall be elected in odd numbered years.
  - a. President and Vice President shall not serve more than two consecutive terms in the same office.
  - b. The office of Secretary shall not have term limits.
5. The Alumnae Director shall be hired by the Principal/President of Holy Names High School.
6. Decade representatives will be appointed by the Board from a list of volunteers. An alumna who wants to represent their class may do so by sending an email to the Alumnae Director or President of the Board.

## **ARTICLE VII AMENDMENTS**

This constitution may be amended by a majority vote of the Executive Board.

### **BY-LAWS**

#### **ARTICLE I MEETINGS**

1. There shall be an Annual Meeting at Homecoming on Laetare Sunday. (Fourth Sunday of Lent).
2. There shall be at least six meetings of the Alumnae Board yearly.

#### **ARTICLE II DUTIES OF OFFICERS AND BOARD MEMBERS**

1. The Alumnae Director/Development Director shall serve as school liaison for the Association.
2. The Alumnae Board President shall preside at all meetings of the Association and shall be an ex-officio member of all committees.
3. The Vice-President shall assist the President in her duties, and shall preside in the absence of the President
4. The Secretary shall keep the minutes of all meetings, keep the official copy of the Constitution, record amendments and keep a record of attendance at Board meetings. All minutes shall be turned over to her successor at the end of her term.
5. Decade Representatives shall assist the various committees, inform their class representatives of Alumnae affairs and inform the Alumnae Office of any changes.

#### **ARTICLE III COMMITTEES**

1. The Nominating Committee shall be appointed by the President two months before the slate of officers is to be presented to the Alumnae Board. It shall consist of at least three (3) alumnae members and the Alumnae Director/Development Director.
2. Ad hoc committees for Alumnae affairs shall be appointed by the Executive Board. The Chair of each committee shall present a final written report to the Executive Board following the event. A financial report shall be included, if applicable.

#### **ARTICLE IV AMENDMENTS**

The By-Laws may be amended by a simple majority vote of the members of the Alumnae at the regular Homecoming meeting.