

**BYLAWS**  
**Lexington Catholic High School**  
**Alumni Association**

**Article I**

Name

The name of this organization shall be the Lexington Catholic Alumni Association (The Association).

**Article II**

Mission Statement

The Lexington Catholic Alumni Association shall develop and enhance alumni affinity for and connection to Lexington Catholic High School through the establishment of programs, activities, publications and services in conjunction with the President and Alumni Director under the guidance of the Board of Trustees. The Association shall endeavor to foster relationships with alumni, faculty, administration, students and people of Central Kentucky, and assist in generating financial and other support for the school.

### **Article III**

#### Membership

Sec. 1: Membership shall consist of all persons who graduated from Lexington Catholic High School, St. Catherine's Academy or Lexington Latin. Here and after, all members shall be referred to as Lexington Catholic High School alumni.

### **Article IV**

#### Alumni Council

Sec. 1: The Council shall consist of the Officers of the Alumni Council, 2 ex-officios (non-voting) members, namely, the LCHS President and the Alumni Director, and a minimum of 4 representatives and such other members, as the Council deems necessary.

Sec. 2: The duties of the Council shall be:

- a. To transact necessary business;
- b. To approve plans of work of the standing committees;
- c. To present a report at the General Meetings;
- d. To create or dissolve committees as necessary;

Sec. 3: Meetings of the Council will normally be held monthly during the school year and as deemed necessary by the Chair and members of the Council.

## **Article V**

### Officers and Their Duties

- Sec. 1: The officers of the Council shall be the Chair, the Vice-Chair, Secretary and Treasurer. Each officer shall be a member of the Alumni Council.
- Sec. 2: The Chair shall:
- a. Preside at all meetings;
  - b. Appoint Chairs for Standing and Special Committees upon approval of the Council;
  - c. Serve as a member ex-officio of all Council Committees;
  - d. Provide a list of the Standing and Special Committees and a description of the functions;
  - e. Create or dissolve Committees as necessary;
  - f. Set the date and agenda for the General Meetings with the advice and consent of the members of the Council.
- Sec. 3: The Vice-Chair shall:
- a. In the absence of the Chair, perform all the duties of the Chair, and
  - b. Assume the office of the Chair at the time of installation of the next election year's officers.
- Sec. 4: The Secretary shall:
- a. Keep the minutes of the Association meetings;
  - b. Keep roll at Council and Association meetings;
  - c. Keep files of the Council and Association's papers;

- d. Keep the Bylaws current;
- e. Keep the names, addresses, and telephone numbers of the members of the Council; and
- f. Issue notices of all meetings.

Sec.5: The Treasurer shall:

- a. Receive and deposit all money of the organization through the Alumni Director, as needed;
- b. Keep an accurate record of receipts and expenditures, as needed;
- c. Pay out funds only as authorized by the Alumni Council, as needed;
- d. Monitor funds and present a statement of account at every meeting of the Council, as needed; and
- e. Make a full report at the Annual Meeting;

Sec.6: All officers shall perform the duties outlined in these Bylaws and those assigned to them. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to his or her successor or the Chair, without delay, all records, books and other material pertaining to the office.

Sec. 7: The order of the election of officers shall be by electing the Vice-Chair, after which the Secretary and Treasurer shall be elected, in that order. Any person nominated for an office and not elected may be nominated from the floor for any other office on which voting has not taken place.

## **Article VI**

### Meetings

- Sec. 1: The Association will hold a minimum of one (1) general meeting per year. This meeting may be combined with another school function or activity.
- Sec. 2: At that time, Council members shall present their annual reports and new council members will be elected.
- Sec. 3: Special meetings of the Council may be called by the Chair, or by the majority of the Council.

## **Article VII**

### Policies

- Sec 1: All Policies developed and defined by the Council and these Bylaws as established or amended, shall be consistent with those of the LCHS School Handbook and the board of Trustees.
- Sec 2: No members of the Council shall profit financially from any activities associated with this Association.

Sec 3: Expenditures exceeding \$500.00 shall be subject to prior approval of the Council.

## **Article VIII**

### Nominations and Council Elections

Sec 1: Nominating Committee:

- a. There shall be a Nominating Committee composed of three (3) current Council members (at least three (3) and always an uneven number,) who shall be appointed by the Council;
- b. The Committee shall elect its own Chair;
- c. The Nominating Committee shall nominate eligible alumni for each council seat to be filled, and report its nominees thirty (30) days prior to the general meeting. Additional nominations may be made from the floor;
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such seat; and
- e. The Nominating Committee will be responsible for determining and administering the election process.

Sec 2: The term of a Council member shall be one year with the exception of the Vice-Chair. However, a member may succeed himself/herself as an office or council member, if elected. If any member on the Council cannot consistently fulfill his/her Council obligations, they may

be removed by majority vote of the Council.

## **Article IX**

### **Vacancies**

- Sec. 1: In case a vacancy occurs in the office of the Chair, the Vice-Chair shall assume the office. The Vice-Chair shall also serve his/her elected term as Chair.
- Sec. 2: Vacancies in the Council and/or other offices shall be filled by consensus of the remaining members of the Council.

## **Article X**

### Rules of Order, Decision making, and Amendments

- Sec 1: The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Association in all cases in which they are applicable and consistent with these Bylaws.
- Sec. 2: A majority of the members of the Council must be present in order to transact official business at any Committee or General Membership Meeting.
- Sec. 3: The decisions of the Council shall be made by a simple majority of the members present, except for Amendments to these Bylaws. A majority of the Council

members shall constitute a quorum.

The Council can act outside a meeting by written consent of a majority of Council members.

Sec. 4: These Bylaws may be amended by a two-thirds vote of those Council members present at the meeting at which the vote is taken, provided that the proposed amendment has been presented in writing to the Council at least one month prior to the meeting at which the vote is to be taken.

Adopted: Monday, July 25, 2005