

Ursuline Academy St. Louis Alumnae Association

Constitution and By-Laws (Ratified 9/16/08)

Article I: Name, Mission

- Section 1. The name of the association shall be the Ursuline Academy Alumnae Association, and it shall be under the patronage of St. Angela Merici, foundress of the Order of St. Ursula.
- Section 2. The Mission of the Association is to support and advance the interests and general welfare of Ursuline Academy, to cultivate and foster a sense of community among its alumnae, the Ursuline Sisters, faculty and the Ursuline Academy community through religious, social and educational activities, and to promote spiritual and personal growth among the membership by providing opportunities to live the Ursuline motto of "*Serviam.*"

Article II: Association Membership

- Section 1. Anyone who has at any time been a student at Ursuline Academy St. Louis or Eugene Coyle High School (Coyle) is automatically a lifetime member of the Association.
- Section 2. Associate membership consists of graduates and students who had attended any secondary school taught by the Ursuline Sisters.
- Section 3. Honorary Membership of the Association shall consist of those women who have not been students at the Academy or Coyle, but who are past or present supporters, trustees or faculty members and have been voted honorary membership by a majority of the Alumnae Association Board. Honorary members have all the rights and privileges of regular members except the right to vote or to hold office.
- Section 4. There are no dues or specific requirements to maintain this membership. Alumnae remain in Ursuline Academy's database and receive communications from Ursuline as long as their address is current and the school has permission to remain in contact with them.

Article III: Alumnae Board

- Section 1. The Alumnae Board represents members of the Association as its administrative branch. With the assistance of volunteers from the Association, the Board sponsors alumnae events and strives to fulfill the mission of the Association. The Board serves as a liaison between all other alumnae and the Ursuline Academy Administration. The Alumnae Board works together to facilitate the functioning of the organization and oversees activities and events throughout the year.

- Section 2. The Members of the Alumnae Board (Board) may be suggested by the Director Alumnae Relations and/or Director of Advancement and will serve two-year terms, renewable for a second term (total 4 years). All nominations are reviewed by the Board, and must win a 2/3 vote in order to be approved. The term of annual membership shall run from July 1 to June 30, following the school's fiscal calendar. The Board will appoint new members of the Alumnae Board in the event a board member is unable to complete her term.
- Section 3. The Board shall consist of no less than nine (9) women, all of whom are graduates of Ursuline Academy St. Louis, as well as the Director of Alumnae Relations. The President Ex Officio shall also serve on the board one year after the completion of her term in an advisory capacity, and may participate as a committee member if desired.
- Section 4. The Board must approve the disbursement of all funds for the Association activities or events. The Association's budget is to be overseen by the Director of Alumnae Relations under the advisement of the Alumnae Board.
- Section 5. The Office of Alumnae Relations shall maintain complete records of accounts and minutes of all Board and committee proceedings.
- Section 6. The Board must approve the disbursements of all funds for Association activities and/or events. All contracts to be entered upon in the name of the Association, in conjunction with the operation and management of the Association and its activities, are subject to the approval of the Association Board and Ursuline Academy.
- Section 7. The Board, in conjunction with the Office of Alumnae Relations/Advancement, is responsible for all long range planning for the Association.
- Section 8. The Ursuline Academy Office of Alumnae Relations and the Board are responsible to inform the members of the Association of all Association activities and events.
- Section 9. Any Member may be removed at any meeting of the Board by the affirmative vote of at least two-thirds (2/3) of the Board whenever in their judgment showed cause in conflict with the Mission of Ursuline Academy. Prior written notice of intent to act upon such matter must be sent to the Board Members at least seven days before the meeting.

Article IV. Officers of the Board

- Section 1. The officers of the Board shall be elected by the membership and consist of the following: President, President-Elect, Secretary and Treasurer. These constitute the Executive Committee. The Executive Committee serves one term which is two years.
- Section 2. The President shall preside at all meetings of the Board and shall perform general and active management of business and affairs of the Association including setting meeting agendas. The President shall see that all orders and resolutions of the Board are carried

into effect and shall serve on the Tradition Events Committee. The President will represent the Association at other Ursuline Academy functions as needed, or designate a representative from the Alumnae Board.

Section 3. The President-Elect shall perform the powers of the President whenever the President is absent. The duties of the President Elect are to actively seek new members of the Alumnae Board.

Section 4. Secretary is responsible for taking minutes at all Board Meetings and for submitting them to the Board for approval as well as forwarding the notes on to the Alumnae Director for compilation. The Secretary is also responsible for communicating with the Alumnae Board Members regarding Board meetings.

Section 5. The Treasurer is responsible for the annual operating budget of the Association and shall submit the budget to the Alumnae Director by January 1 of each year. Ursuline Academy will oversee the Alum Association Bank account through the Finance Office.

Section 6. Officers shall be elected by the membership by a majority vote. Nominations of officers shall be submitted to Alumnae Association President by May 1 of each year and voted on at the next meeting.

Section 7. The number of officers and members of the Alumnae Board may be increased or decreased by amendment of these By-Laws, but no decrease shall have the effect of shortening the term of any incumbent member. Any office to be filled by reason of increase in the number of officers shall be filled by an election at a meeting of the Executive Committee called for that purpose. Prior notice of such election must be provided to each member of the Executive Committee at least five (5) days before the meeting.

Article V. Committees of the Board

Section 1. Organizational Committees - there shall be organizational committees which work in conjunction with the Director of Alumnae Relations, to ensure that events and programs are organized on a continual basis. A committee chairperson shall give a report to the Board at each meeting as needed.

Section 2. Any alumna may volunteer to serve as a member of an organizational committee; however, at least one member of the Alumnae Board must serve as "chairperson" of each committee.

Section 3. Special committees shall be created as deemed necessary as deemed by the Alumnae Association Board and or/ the Alumnae Director.

Section 4. All committees shall be reviewed each year. Upon approval of the Alumnae Association Board, committees shall be added or removed.

Section 5. Class Reps – At the end of each school year, one member of the graduating senior class will be chosen by the Alumnae Director and serve on the Young Alumnae Committee and assist with the committees activities as well as serve as a contact for her class. The Class Rep is chosen by the Alumnae Director and shall fulfill duties as asked. The class rep shall be a voting member of the Alumnae Association.

Section 6. All members of the Board are responsible for recruiting alumnae volunteers and new board members, networking with alums, assisting with Association fundraising, donating to the Alumnae Annual Appeal, nominating award recipients and communicating with their committee members, the Alumnae Director and Advancement Office.

Article VI. Voting

Section 1. Each Board Member shall be entitled to one vote on each matter submitted to the Board for vote, except for the Alumnae Director and/or school administration representative, who shall be non voting members.

Section 2. A Quorum consisting of 5 voting members shall be required at any meeting of the members.

Article VII. Meetings

Section 1. An annual meeting of the members, which shall be an election meeting, shall be held in May or June of the present fiscal year for the purpose of electing the Executive Board and discussing other pertinent business.

Section 2. There shall be scheduled regular meetings of the members in 4 to 6 times per year. The meetings shall be set by the Alumnae Director and Executive Board and communicated to the members of the Board. Additional meetings may be called to as necessary.

Article VIII. Amendment of By-Laws

The By-Laws may be altered, amended, or even repealed and new by-laws may be adopted by a majority vote of the members present at a regular meeting, annual meeting, or special meeting.

Article IX Ratification

These By-laws were adopted and unanimously approved (9/9) as of the 16th day of September, 2008.

_____ Alumnae Association Board President
_____ Alumnae Relations
_____ President

Alumnae Association Addendum

Committees and Descriptions

Article I. The eight (8) organizational committees are as follows:

1. Major Events (Auction, Fall Festival, Trivia Night)
2. Tradition Events (Alumnae Induction, Graduation, Freshman Induction)
3. Holiday Events (Breakfast with Santa, Easter Egg Hunt)
4. Alumnae Weekend
5. "Serviam"
6. Hospitality
7. Young Alumnae
8. Alumnae Awards Selection

Article II. Descriptions of Committees

a. Major Events Committee

The Major Events Committee shall be responsible for recruiting volunteers to assist with the organization of the Alumnae Fall Festival Booth, drive attendance and participation for the Auction, as well as assist with the organization and participation for the Trivia Night. Each activity is coordinated by a chairperson who is responsible for organizing the individual event; this committee shall work closely with the Alumnae Director and Advancement Office.

b. Tradition Events Committee

The Tradition Events Committee shall be responsible for recruiting alumnae volunteers to assist with the Alumnae Induction, Freshman Induction and Graduation and to be a positive and enthusiastic example of Ursuline Alumnae continuing to live out "Serviam" to the students, current parents and administration of Ursuline. The chairperson of this committee shall report to the Board; this committee shall work closely with the Alumnae Director and Advancement Office.

c. Holiday Events Committee

The Holiday Events Committee shall be responsible for recruiting volunteers to help bake cookies for UA's Breakfast with Santa and recruit alumnae attendees, as well as organize the Easter Egg Hunt with assistance from the Alumnae Office. Unlike Breakfast with Santa where Student Council traditionally organizes and staffs the entire event, the Easter Egg Hunt is planned and staffed entirely by Alumnae and available work study students in cooperation with the Alumnae Office. The Easter Egg Hunt is held at UA on the Saturday before Palm Sunday and proceeds benefit the Alumnae Association.

d. Alumnae Weekend Committee

The Alumnae Weekend Committee shall be responsible for nominating and selecting a recipient of the annual Distinguished Alumnae Award, for assisting the Alumnae Office with finding reunion chairs, and with assisting with the organization of Alumnae Weekend; Alumnae Weekend consists of a Friday night activity, the Saturday night reunions, and Alumnae Day Mass and luncheon. The Alumnae Weekend Committee is responsible for attending the Alumnae Weekend Events and representing the Alumnae Association. Each activity is coordinated by a chairperson who is responsible for organizing the individual event; this committee shall work closely with the Alumnae Director and Advancement Office.

e. Serviam Committee

The Serviam Committee shall be responsible for organizing 1-2 service projects each fiscal year; it's mission is to gather alumnae together and continue to live out "Serviam" as a group and grow in fellowship and community. The chairperson shall decide on the nature of the service project, recruit alumnae volunteers and work closely with the Alumnae Director and Advancement Office.

f. Hospitality Committee

The Hospitality Committee shall be responsible for organizing alumnae volunteers and brainstorm ideas for the Alumnae Mother/Daughter activity, Open House, and Feast of St. Angela Day gift to the UA students. Each activity is coordinated by a chairperson who is responsible for organizing the individual event; this committee shall work closely with the Alumnae Director and Advancement Office.

g. Young Alumnae Committee

Chairpersons and Members of this committee must be alumnae who have graduated ten (10) years or less from Ursuline. The Young Alumnae Committee is responsible for organizing young alumnae attendance at the Thanksgiving Mass, selecting a recipient of the Young Alumna Serviam Award, and organizing a social event and a service project each fiscal year. Each activity is coordinated by a chairperson who is responsible for organizing the individual event; this committee shall work closely with the Alumnae Director and Advancement Office.

h. Alumnae Awards Selection Committee

The members of this committee shall include, President, President Elect, President Ex Officio, and appropriate members of the Ursuline Staff. Nominations for the awards shall be reviewed prior by the committee and voted on in a timely matter. Examples of awards are the annual Distinguished Alumnae Award and annual Young Alumna Serviam Award, as well as any Honorary Alumna Award, and other awards that are created in the future.

Article III Ratification

This Addendum was adopted and approved as of the 16th of September, 2008.

_____ — Alumnae Association Board President
_____ — Alumnae Relations
_____ — President