

Archbishop Chapelle Alumnae Board
By-Laws
2025-2026

Membership on the Board is a privilege and an honor. Members are expected to give their "Time, Talents, and Treasures" through their dedication to the service and activities of the board, the advancement of the Association, and to the betterment of Archbishop Chapelle High School.

These By-Laws are developed and adopted as the organization's operational guidelines for all members.

I. Service Year

- a. The board's service year will follow the school's fiscal calendar, beginning July 1st and ending June 30th.

II. Board Meetings and Attendance

- a. Board meetings will be held ***once per month during*** the following (11) months: August, September, October, *November, December, January, February, March, April, May, and June.
- b. Unless otherwise adjusted in advance, meetings will be called to order promptly at 6:30pm. and end no later than 8:30p.m.
- c. Board members are required to attend a minimum of two thirds ($\frac{2}{3}$) of all board meetings during the service year.
- d. As an employee of Archbishop Chapelle High School, the Alumnae Director is a vital partner with the Alumnae board. She is scheduled to attend all Alumnae board meetings. Her role is to act as a liaison between the Alumnae Board, the school, and the Alumnae base. The Alumnae Director shall be entitled to **one vote** for each Alumnae Board related matter presented by the ACHS Alumnae Association Executive Board at the general meetings where a General Board vote is necessary.
- e. The current Parent's Club President may request attendance at an Alumnae board meeting as appropriate, in order to inform the board of their activities / events, and or to ask for our involvement in such. The request should be made to the Executive board via our official email address (achsalumboard@gmail.com). The Parent's Club President is not a board member and does not have voting privileges on any board business items. The Executive board members will approve or disapprove their request to attend.
- f. Archbishop Chapelle High School Alumnae may submit a suggestion or grievance to the board through our official email address (achsalumboard@gmail.com), the Alumnae Director, or any member of the Alumnae Board. At the time of their submission, they may request attendance at a meeting to discuss their topic, but are not required to

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attend. The Executive board members will approve or disapprove their request to attend.

III. Membership & General Service

- a. New board members will be added by means of nominations and elections.
- b. Members-at-Large remain on the board for a term limit of (2) years, up to (3) consecutive terms. Members-at-Large in good standing are eligible to run for an officer's position after their term is completed.
- c. The board will be comprised of no more than 15 total members, including Executive Board Members.
- d. Board members must participate and contribute to the school's annual giving drive. There are no minimum financial requirements.
- e. As a professional organization, members are required to answer communications requesting a response in a timely manner, but definitely no later than all specified deadlines.

IV. Good Standing

- a. Members must fulfill ALL requirements outlined in this document to be considered in Good Standing.
- b. Members must be in Good Standing to remain an active member of the board.
 - i. If a member is not fulfilling their obligation to the board, they may be asked to resign prior to the end of the service year.
 - ii. **Extreme** circumstances will be reviewed by members of the Executive Board for possible exceptions. Exceptions will be determined by a vote of the current officers.

V. Events and Projects

- a. A list of annual events and activities will be distributed to all members at the first meeting of the new service year.
- b. Each board Member-at-Large must Chair or Co-Chair at least 1 event or activity. Event and activity categories will be provided in advance. Refer to Exhibit A listing attached.
- c. Officers are exempt from the mandate of Chairing any events or activities. However, they must be an active committee member of at least 2 events or activities.
- d. Board members are required to attend a minimum of 50% of Alumnae sponsored or designated events and activities.

VI. Election of Officers

- a. The Alumnae Association Board is led by Officers of the Executive Board. The Executive Board is comprised of the following officer positions: Co-Presidents, Secretary, Treasurer, and P/R & Marketing Director
- b. Members must be in good standing to be eligible to run for an officer's position on the Executive Board.
- c. Members must submit their desire to run for an officer's position to the President by May 1st.
- d. Election of officers will be held in June of each year.
- e. Term limits with re-elections, as follows:
 - 1. Co-Presidents will be a 2-year term
 - 2. All other officer positions will be 2-year term.

VIII. Expenses

- a. The Executive Board is authorized to spend up to \$500 on behalf of the Board for Alumnae Association related business matters without requiring a full Board vote.

XIII. Amendments to By-Laws

- f. Recommended Amendments to these By-laws must be submitted to the board President by April 15th.
- g. *Amendment recommendations will be discussed during the May meeting and will be voted on by board members during the June meeting.
 - i. The June meeting must have a quorum of at least 50% of membership in attendance.
- h. A majority vote is required to adopt an amendment.

IX. Alumnae Board & Administration

The Archbishop Chapelle Alumnae Board will work closely with the Archbishop Chapelle Administration Team to fulfill and align goals with the overall mission and vision of the Alumnae Association, which is to contribute to the growth and well-being of Chapelle academically, spiritually and financially.

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I, _____, have read and understand the 2025 – 2026 Archbishop Chapelle Alumnae Association By-Laws and agree to abide by the guidelines as outlined.

Signature

Date

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