

# ST. CASIMIR ALUMNI & PARISHIONER BYLAWS

## OBJECT AND PURPOSE

The object and purpose of this organization is to perpetuate closer ties of former students and present parishioners of St. Casimir and their families; to keep a log of former students; to make available a listing of all graduating classes and to assist St. Casimir Church in any way the association deems appropriate.

## ARTICLE I - NAME

Section 1 The name of this organization shall be the St. Casimir Alumni & Parishioner Association.

## ARTICLE II - REQUIREMENTS FOR MEMBERSHIP

Section 1 Membership shall be open to all that have graduated or attended St. Casimir School for any length of time, their families and all present parishioners and their families.

## ARTICLE III - DUES

Section 1 Each member of the organization shall pay annual dues of \$5.00, which shall be due and payable the first of January of each year.

- a) Three months prior to dues being payable notices will be sent.
- b) If dues are not paid by April 1<sup>st</sup> newsletter and voting privileges will be suspended.
- c) Personal contact will be made before any termination of membership is deemed by the Second Vice President or his/her delegate.
- d) Any proposed increase of dues will be voted on by the membership. Notification of such a vote will be in the newsletter prior to the vote.

## ARTICLE IV - OFFICERS, ELECTION, TENURE OF OFFICE, VACANCIES

Section 1 The Spiritual Director of the organization shall be a priest of the parish.

Section 2 The elective officers of the organization shall be:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- Secretary
- Treasurer
- Trustees which will consist of four members ( 2 men and 2 women)
- Sergeant-at-Arms (one member)

- Section 3 All officers shall be elected by a simple majority vote of members present on the date of election. All persons running for officer must be in good standing.
- a) Only members in good standing on September 1st prior to the date of election will be allowed to vote.

- Section 4 Nomination of candidates
- a. Nominating Committee shall be appointed by the Executive Board if needed. The committee shall consist of three members and will report their recommendations to the membership. Nominations from the floor will be accepted on the date of election.

- Section 5 Term of Office - All officers will serve one year effective on the first meeting of January

- Section 6 All elections will be held at the October meeting, beginning October 1991.

- Section 7 Vacancy of Office - A vacancy in an office shall be filled at the first appropriate meeting of the body.

#### ARTICLE V - EXECUTIVE BOARD

- Section 1
- a. The Executive Board shall consist of the officers of the organization and the four trustees.
- b. The Executive Board shall be responsible for drafting plans and programs for future activities.

#### ARTICLE VI - DUTIES OF ELECTED OFFICERS

- Section 1
- a. The President shall preside at all meetings of the organization. The President shall act as the Chairman of the Executive Board and assist in the annual picnic.
- b. The 1<sup>st</sup> Vice President shall assume the duties of the President when necessary. The 1<sup>st</sup> Vice President shall assist in the duties of accepted programs.
- c. The 2<sup>nd</sup> Vice President shall be the membership chairman. The duties of the 2<sup>nd</sup> Vice President shall be to collect dues, keep a record of paid members, transfer funds to the treasurer, and inform the secretary of all new members.

- d. The Secretary shall keep the minutes of all general and executive meetings and shall mail notices of all meetings to the members.
  - 1) A newsletter editor may assist the secretary in the mailing of the newsletter and notices.
- e. The Treasurer shall keep accurate records of all moneys, dues, fund-raising proceeds, disbursements, and shall make monthly reports at regular meetings. The Treasurer shall meet with the trustees on a yearly basis to compile a yearly audit.
- f. The Trustees shall assist the organization in any way necessary. The Trustees will conduct a yearly audit with the treasurer and report the audit to the body at the January meeting.
- g. Sergeant-at-Arms shall assume the duties of order and admittance to meetings.

## ARTICLE VII - MEETINGS

### Section 1

- a. Regular meetings shall be held the last Sunday of each month.
  - 1. Meetings may be rescheduled by vote the month prior to conflicting event.
- b. A notice of meeting dates shall be mailed in advance in the newsletter.
- c. Procedure
  - 1. Call meeting to order
  - 2. Join in a prayer and pledge of allegiance.
  - 3. Reading of the previous meetings minutes with addition, correction and approval.
  - 4. The report of the Treasurer.
  - 5. Reading of correspondence.
  - 6. Unfinished business.
  - 7. Report of Committees.
  - 8. New business.
  - 9. Miscellaneous announcements, especially concerning recently deceased and ill member.
  - 10. Good and welfare.
  - 11. Adjourn meeting with prayer.

## **ARTICLE VIII - COMMITTEES**

- a. Planning
- b. Program and Entertainment
- c. Finance

## **ARTICLE IX - AMENDMENTS**

Section 1 Every proposed amendment to these Bylaws must be submitted to the Executive Board at a regular meeting. Proposed amendments shall be referred to the Executive Board for their review and recommendation. The Secretary shall mail to all members in good standing a copy of said Amendment prior to the next regular meeting.

Section 2 All proposed amendments will require a two-thirds majority vote of all members present.