



# O'DEA HIGH SCHOOL

## ALUMNI ASSOCIATION BY-LAWS

### 1. Name

This organization shall be known as the O'Dea High School Alumni Association (hereafter "Association").

### 2. Purpose

The purpose of the Association shall be to foster communication between O'Dea High School and Alumni worldwide; to encourage social, spiritual and professional interaction among Alumni, faculty and students of O'Dea High School; and to support the mission of the school and to promote the ideals of the Christian Brothers: scholarship, spirituality and service to others.

### 3. Address

The legal address of the Association shall be at 802 Terry Ave, Seattle, WA 98104.

### 4. Membership

- a) The Association shall consist of active and honorary members.
- b) Any person who has attended O'Dea High School shall be eligible for active membership in the Association. Only active members who have graduated from O'Dea High School shall be eligible to serve as members of the Executive Council or as Class Representatives.
- c) Those friends and benefactors of O'Dea High School whose services the Association may recognize shall be eligible for honorary membership in the Association with 2/3 vote of the Executive Council.

### 5. Meetings

- a) One annual meeting is required no later than June 30 and the purpose is to announce the new members of the Executive Council
- b) Additional meetings of the association can be requested by any member of the Executive Council or written request of 10 other members
- c) Official communications by O'Dea News, direct mail, alumni hotline
- d) A simple majority of the Executive Council is needed for quorum, official business can only be done when quorum is present
- e) President is in charge of meetings, if not Vice President. Secretary takes notes, if not a person appointed by the President.

### 6. Executive Council

- a) The Executive Council manages the business and affairs of the association in cooperation with the moderator.
- b) The Executive Council shall have a minimum of 5 members, including President, Vice President, Secretary, Treasurer and Public Relations Officer, nominated from the association at large. The number of members will be set by the May meeting of the Executive Council. It would be best to have a cross section of ages representing each decade of the school. The Alumni Director shall be non-voting member of the Executive Council. We can have 1 non-voting out of town member

- d) Active members who have graduated from O’Dea can be nominated for the Executive Council by anyone in the association as long as it is in writing to the secretary 30 days before the annual meeting.
- e) Voting for membership of the Executive Council is done at the annual meeting by “active members.”
- f) The Executive Council needs to meet quarterly or as called on by the President immediately prior to all general scheduled meetings. The Executive Council shall also hold special meetings as needed.
- g) Executive Council members may be removed from office by a general vote for chronic unexcused absenteeism.
- h) Any vacancies shall be filled by the Executive Council at the annual meeting.
- i) President is responsible to:
  - 1. Be the General Executive of the Association
  - 2. Preside over all meetings of the Association and the Executive Council
  - 3. Call social meetings when necessary
  - 4. Be the liaison between the Development Office and the Association
  - 5. Make a comprehensive annual report in writing of the various activities of the association at large to the Executive Council
  - 6. Be the official rep for the Association.
  - 7. Be an ex-officio member of all committees
- j) Vice President
  - 8. Shall serve for the President when requested
  - 9. Shall assume duties of the President in his absence
  - 10. Be an ex-officio member of all committees
- k) Secretary
  - a) Shall keep meeting minutes of the Executive Council
  - b) Prepare and maintain the roster of all members of the Association (with help of the Development Office)
  - c) Keep and maintain all Association records
  - d) Be the liaison with the Alumni Director with the Class Representatives to maintain the alumni database
- l) Treasurer
  - a) Shall keep and maintain all financial records of the Association
  - b) Shall keep the Executive Council apprised of any funds raised and expended by the association and reported monthly
- m) Public Relations Officer
  - a) Prepare and disseminate information regarding activities of the Association for publication in the O’Dea News and O’Dea Website
- n) Any officer may resign at anytime by giving written notice to the Executive Council.
- o) Any officer may be removed from the office by affirmative vote of no less than a majority of the Executive Council.
- p) Any office that is vacant shall be filled by vote by the Executive Council at the next meeting.

## **7. Alumni Representative**

- a) The O’Dea High School Board of Limited Jurisdiction shall appoint a board member, preferably an O’Dea alumnus, to serve as a Representative on the Association.
- b) Shall be a liaison between the Association and the Board of Limited Jurisdiction.

## **8. Alumni Director**

- a) Is an employee of the school and a member of the Development Office staff
- b) Shall be liaison between the Association and current administration

- d) Will be responsible for sending out The O'Dea News on a bi-yearly basis
- e) Will be an ex-officio member of all committees and assist with administrative responsibilities
- f) Will work with Association to coordinate communications to the alumni via publications, e-mails, web site and other vehicles
- g) Will be the tie breaking vote (if needed) on all Executive Council decisions, officer elections or committee decisions

#### **9. Decade Coordinators**

- a) Decade coordinators (ex: 50-59) shall be recommended by the Executive Council at the first annual meeting and the list should be published in the O'Dea News once annually
- b) An annual meeting of all Decade Coordinators shall take place in conjunction with the first Executive Council meeting of the year. There shall be one Decade Coordinator for each decade we have open. They shall be responsible for:
  - 1. Finding a class representative for each of the graduating classes in their respective decade
  - 2. Assist and hold accountable those class representatives in efforts to maintain the class list and data
  - 3. Annual contact with the grads of their class
- c) A Decade Coordinator term shall be 2 years and is renewable

#### **10. Moderator**

Principal of O'Dea shall serve as the moderator for the Association

- a) Provide spiritual guidance to the members, officers and Executive Council members
- b) Serve as a non-voting member of the Executive Council and may attend all meetings

#### **11. Committees**

- a) The Executive Council may appoint committees as it deems appropriate
- b) Each committee shall consist of one or more members of the Executive Council and as many other active/associate members as it needs
- c) The Executive Council member will be the chair
- d) The committee shall have power conferred on it by the resolution that created the committee
- e) A majority of the committee members will decide the committee actions and meeting times unless specified otherwise by the Executive Council
- f) The Executive Council has the power to fill vacancies, appoint a chairman, change size of membership of committee or discharge a member

#### **12. Amendments**

- a) Can change, repeal, alter or otherwise amend a bylaw at any time with 2/3 vote of the Executive Council present at the meeting of the Executive Council, expressly subject to approval by the Principal. Plan to make a change must be filed with the secretary 10 days prior to the action
- b) The by-laws shall be adopted and be effective by a majority vote of the members present if you have quorum. When the new bylaws are passed all prior editions are void.

#### **13. Fiscal Year**

- a) July 1 - June 30 each year