

Constitution of the St. Lawrence Seminary High School Alumni Association
(adopted November 2008)

Article I: Name and Location.

Section 1. The name of this association, hereinafter referred to as the “Association” is the St. Lawrence Seminary Alumni Association.

Section 2. The principal office of the Association shall be located at St. Lawrence Seminary High School, 301 Church Street, Mt. Calvary, Wis. 53057.

Article II: Purposes.

Section 1. The purposes of the Association shall be: to promote the interests of St. Lawrence Seminary High School and its predecessor schools, and to establish closer relations between the Seminary and its Alumni and between the Alumni themselves. The Association shall have all powers necessary to accomplish these purposes.

Section 2. Any use of the name, image or symbols of St. Lawrence Seminary by the Alumni Association is subject to the approval of the Rector/President. All contracts entered into by the Association shall be entered into in the name of the school and with the approval of the Rector/President.

Article III: Membership.

Section 1. Any former student of St. Lawrence Seminary High School who has obtained at least one academic unit or credit is eligible for membership.

Section 2. There are three types of membership.

a. ACTIVE membership is established by the payment of annual Alumni dues.

b. INACTIVE membership is established through non-payment of dues, but attendance at St. Lawrence Seminary High School as described in Article III, Section 1, above.

c. HONORARY membership is established by the decision of the Association Board of Directors in recognition of special merit.

Article IV: Board of Directors.

Section 1. The Board of Directors shall be made up of active members of the Association. The Board shall consist of elected officers (a President, Vice-President, Secretary and Treasurer), and up to nine voting members appointed by the elected officers. In addition, the Rector of St. Lawrence Seminary High School and the Seminary’s liaison to the Association are also *ex officio* members

of the Board. They will attend meetings and will have a vote in all matters of business.

Section 2. Each elected officer and appointed member shall hold office for a term of four years or until a successor is elected and takes office. The Rector serves during his tenure as Rector of St. Lawrence Seminary High School. The Seminary's liaison serves at the discretion of the Rector. When, for whatever reason, a member fails to serve his entire term of office, the entire board will elect a replacement by majority vote. When an appointed member fails to serve his entire term the elected officers select a replacement. The Rector serves as a tie-breaking vote should such be required.

Section 3. Elected officers shall be elected for four year terms at the general meeting of the Association every other year in even-numbered years, beginning in 2010, by the assembled Alumni. The President and Secretary are elected by the membership in 2010 and the Vice President and Treasurer in 2012.

Section 4. Appointed members will be selected by the Board Officers as soon as practicable after the bi-annual elections. It is anticipated that this process will take place at the inaugural meeting of a newly elected Board Officers.

Article V: Duties of the Members of the Board of Directors.

Section 1. The President shall preside over all general meetings of the Association and of the Board of Directors, and perform all other acts and duties usually performed by an executive and presiding officer.

Section 2. The Vice-President shall perform such duties as may from time to time be assigned to him by the Board of Directors. In the absence or disability of the President, he shall perform the duties of the President until a new one is elected by the Board. The Vice-President will chair the Events Subcommittee of the Board.

Section 3. The Secretary shall keep a complete record of all meetings of the members and of the Board of Directors, and will publish minutes of such meetings as expeditiously as possible. The Secretary shall keep all books, papers, records and document belonging to the Association, or in any way pertinent to the business thereof. With the help of the Seminary's liaison, he shall keep a record of all living and deceased members of the Association. He shall receive all applications for membership. With the help of the Seminary's liaison he shall notify all members of the death of any member of the Association and shall keep a record of events and happenings of interest to the Association. By suitable means he will keep the members informed thereof.
The Secretary will chair the Public Relations Subcommittee of the Board.

Section 4. The Treasurer shall keep an account of all money and credits of the Association, and shall keep an accurate account of all money disbursed, and proper vouchers for money disbursed. He shall render such accounts, statements and inventories of money received and disbursed, and of money on hand, and generally of all matters pertaining to this office as such shall be required by the governing body of the Association. **The Treasurer will chair the Finance Subcommittee of the Board.**

Section 5. **The Board shall appoint three members each to the Events, Public Relations and Finance Subcommittees. The Events Subcommittee shall be responsible for planning and informing the membership of the Association of any Seminary or Association events of interest. The Events Subcommittee will coordinate with the Seminary's liaison to the Board. The Public Relations Subcommittee shall be responsible for drafting and submitting to the Seminary for publication the Association's official newsletter, *The New Tower*, and for promoting the proper use and dissemination of the Seminary's or Association's name, logo or images owned by either. The Finance Subcommittee will assist the Treasurer in all financial matters and shall coordinate with the Seminary's liaison for all capital campaigns undertaken by the Association to assist St. Lawrence Seminary High School. All three Subcommittees shall assist the Board of Directors in the management and government of the affairs of the Association.**

Section 6. Whenever the Board of Directors deems it advisable, it may decide that the offices of Secretary and Treasurer may be held by the same person.

Article VI: Financial matters.

Section 1. **At the time of the adoption of this constitution, the Association shall have reduced annual dues to be determined by the Board for all members who are college students within four (4) years of high school graduation, and for an amount to be determined by the Board for all other members. This fund is to be forwarded directly to the Treasurer. However, due to special circumstances, it may also be paid to the Seminary's Office of Development, which shall transfer it with all pertinent information to the Treasurer. All money received from members and also given by non-members to the Association, after current expenses have been deducted, shall be given over to the Treasurer. The Board of Directors shall have the power to establish titles under which surplus funds may be used.**

Article VII: Meetings.

Section 1. **There shall be a bi-annual general meeting in even-numbered years beginning in 2010 at St. Lawrence Seminary, to accomplish election and selection of the Board members. All alumni in good standing shall be invited to this meeting by the Secretary of the Association. The Reverend Rector and Faculty of St. Lawrence Seminary High School will host the Alumni at this meeting. The time of the meeting will be determined by the Board of Directors.**

Section 2. There shall be at least one meeting of the Board of Directors annually. The Board of Directors may meet more frequently as may be deemed necessary. The time and place and purpose of these meetings shall be determined by the Board of Directors. Notice of these meetings shall be given to the members of the Board by the Secretary not less than three weeks prior to the time set for the meeting. Such notice will state the time, place and purpose of the meeting.

Section 3. At any meeting of the Board of Directors, those present shall constitute a quorum for the transaction of any business. At the bi-annual general meeting the assembled members form a quorum for the election of officers.

Article VIII: Amendments.

Section 1. This Constitution may be altered or amended at any regular or special meeting of the Board of Directors by the affirmative vote of a majority of the members present at such meeting.

Section 2. Upon adoption of this Constitution any previous Constitution in existence is hereby rescinded.