

# **St. Domitilla Alumni Association Bylaws**

## **ARTICLE I Name**

St. Domitilla Alumni Association

## **ARTICLE II Mission and Vision**

The mission of the St. Domitilla Alumni Association is to recognize St. Domitilla alumni contributions to the community and to society as a whole and to promote interaction among St. Domitilla alumni through programs that enrich their professional and personal lives. We would like to provide scholarship funds for alumni and their families, community support to outreach programs, contribute to alumni participating in charitable events and offer assistance to alumni in times of need.

The St. Domitilla Alumni Association believes in the value of educational and lifelong connections among our alumni. Therefore, our vision is:

- To encourage, foster and promote a closer and more active Christian fellowship and cooperation among its members.
- To establish a system of scholarship awards, as well as cultural, community and other social or civic projects as may be deemed necessary for the improvement of our alumni, and of the community, in general.
- To encourage, uphold and promote the alumni and their families, the belief in the traditional Christian virtues and teachings based on the Bible as the sole authority of our lives and conduct.

## **ARTICLE III Membership**

All alumni are members of the Alumni Association.

## **ARTICLE IV Employer Identification Number: 27-4804354**

The Alumni Association has applied for and been granted an EIN from the Department of Treasury as of February 5, 2011.

## **ARTICLE V Meetings**

Regular meetings shall be held on the first Wednesday of each month. Two thirds of the members present shall constitute a quorum. The Executive Board will consist of the officers and chairmen of all committees.

## **ARTICLE VI Officers**

The officers will be President, Vice-President, Secretary and Treasurer. These offices will be volunteer positions. Elections will be held at the January meeting. Anyone attending the meeting will be eligible to vote. Offices may be combined when necessary.

Duties of the officers are as follows:

**1. President**

- a. preside at all meetings
- b. appoint all committee chairpersons
- c. oversee the affairs of the Alumni Association

**2. Vice-President**

- a. preside at meetings in the absence of the president
- b. perform any presidential duties in her absence or inability to serve

**3. Secretary**

- a. will record the minutes of all meetings and make a copy available to any member
- b. will be responsible for all official correspondence

**4. Treasurer**

- a. will be responsible for all funds of the Alumni Association
- b. keep an accurate account of all receipts and disbursements
- c. submit a financial statement at all regular meetings
- d. submit a financial report for each special event
- e. pay all obligations of the Alumni Association approved by the officers and membership. Bills pertaining to committee work must be approved and signed by the chairman responsible for same

The officers of the Alumni Association may authorize any necessary expenditure. Any checks for Alumni expenditures must be signed by the treasurer and another officer. The books of the treasurer will be audited at the end of his/her term. Auditing will be done by membership volunteers and will be completed by the March meeting.

**ARTICLE VII Committees**

Committees will be Special Events/Reunions, Endowment/Scholarships, Fundraising.

**ARTICLE VIII Nominations**

Nominations for officers will be made by a nominating committee of three members. Volunteers for this committee will be solicited at the November meeting. They will present their candidates at the December meeting. Voting will take place at the January meeting and installation will follow within the next month. All officers will be elected by a simple majority.

**ARTICLE IX Amendments**

These bylaws may be amended at any regular meeting or special meeting called for that purpose by a two-thirds majority of members present.

**ARTICLE X Parliamentary Authority**

Roberts Rules of Order will prevail at all meetings.

**ARTICLE XI Website**

The alumni website is [www.stdomitillaalumni.com](http://www.stdomitillaalumni.com) and will be updated and maintained by the Alumni webmaster.

**ARTICLE XII Tax Exempt Status – DLN: 17053238361021**

St. Domitilla Alumni Association received a 501 ( c ) (7) status from the IRS on April 17, 2012.