

Oldenburg Academy of the Immaculate Conception Alumni Bylaws

ARTICLE I: President

Section 1.

The president shall preside at all meetings and be official representative of the OAICAA during the president's term of office. They shall serve a term of three (3) years.

Section 2.

The president shall appoint all chairpersons for the standing committees.

Section 3.

If a vacancy occurs in an officership, the president shall appoint a person for the unexpired term.

Section 4.

The president's signature shall be recorded with the currently authorized bank.

ARTICLE II: Vice President

Section 1.

In the absence of the president, the vice president shall conduct the meeting and fulfill duties of the President. They shall serve a term of three (3) years.

Section 2.

The vice president shall serve as liaison between OAICAA chapters and executive board.

ARTICLE III: Recording Secretary

Section 1.

The recording secretary shall compile the agenda, record the minutes and proceedings, and send monthly reports of all meetings. They shall advise the Board on the meeting proceedings according to Roberts Rule of Order. They shall serve a term of three (3) years.

ARTICLE IV: Treasurer

Section 1.

The treasurer shall oversee the receipt of all dues and monies, and shall deposit them in an authorized bank. They shall serve a term of three (3) years.

Section 2.

The treasurer's signature shall be recorded with the currently authorized bank.

Section 3.

When authorized by the president, the treasurer will pay the Oldenburg Academy of the Immaculate Conception Alumni Association bills in a timely manner and present a full and accurate report and up-date it for all executive board meetings.

Section 4.

The treasurer's books must be ready for auditing every November. All financials must be up to date before the incoming treasure takes office.

Section 5.

BONDING: The treasurer shall be bonded by the OAAA for the protection of funds.

ARTICLE V: Trustees

Section 1.

Trustees will serve in an advisory capacity on the executive board. They shall serve a term of three years.

ARTICLE VI: Executive Board

Section 1.

The executive board shall prepare and present all items of business.

Section 2.

It shall make decisions and/or transactions during the year as necessary, and report to the membership..

ARTICLE VII: Dues

Section 1.

The annual dues will be \$5.00.

Section 2.

A member upon payment of \$150.00 shall be considered paid up for life. This payment may be made at one time or in three installments over a period of three years.

ARTICLE VIII: Voting

Section 1.

Quorum: The majority of members who respond within 20 days of the mailing shall constitute a quorum for the purpose of conducting business. This date will be posted on the ballot.

Section 2.

Business can be conducted at any time via mailing, postal or electronic

Section 3.

Ten or more days prior to the homecoming meeting in October, ballots for the election of new officers will be mailed or sent electronically to the members of the association. Ballots may be returned by mail or electronically. .

ARTICLE IX: Ways and Means Committee

Section 1.

This committee shall consist of a chairperson to be appointed by the president. The chairperson shall select committee members.

Section 2.

These members shall consider various ways to raise finances for any and all projects of the Oldenburg Academy of the Immaculate Conception Alumni Association.

ARTICLE X: Oldenburg Academy of the Immaculate Conception Alumni Association Scholarship Committee

Section 1.

This committee shall consist of a chairperson to be appointed by the president. The chairperson shall select committee members.

Section 2.

The members of this committee shall review the applications received and determine the recipient(s) of the annual scholarship.

ARTICLE XI: Homecoming Committee

Section 1.

The chairperson of this committee shall select committee members..

Section 2.

This committee shall plan the anniversary celebration, subject to the approval of the executive board.

ARTICLE XII: Senior Induction Committee

Section 1.

The chairperson shall be appointed by the president. In turn, the chairperson shall select the committee members.

Section 2.

The function of this committee is to plan for the formal acceptance of the Senior Class into the OAICAA.

ARTICLE XIII: Communications Committee

Section 1.

The chairperson of this committee shall be appointed by the president. In turn, the chairperson shall select the committee members. This committee shall be responsible for publication of the two Newsletter issues each year.

Section 2.

Listed in the spring Newsletter will be the names and addresses of the executive board committee and chapter officers along with the pictures of those in the honored classes who attended Homecoming.

Section 3.

An Alumni Yearbook containing the Oldenburg Academy Alumni Association constitution/bylaws shall be printed and be presented to each senior at the senior induction ceremony. This alumni yearbook will include the names and addresses of the current graduating seniors.

ARTICLE XIV: Installation of Officers

Section 1.

The outgoing president shall preside as installing officer. In case of reelection, an installing officer may be appointed.

ARTICLE XV: Amendments

Section 1.

The bylaws of this constitution may be amended by the Executive Board and Trustees at any time and presented to the membership..

ARTICLE XVI: Authority

Section 1.

Robert's Rules of Order shall govern the proceedings of the Oldenburg Academy Alumni Association, except as otherwise provided in both the constitution and bylaws.

Approved: October 14, 2017