

BY-LAWS OF THE
BERGEN CATHOLIC HIGH SCHOOL ALUMNI
ASSOCIATION

Article I

Name

1. The name of this organization shall be the Bergen Catholic High School Alumni Association. The principal office shall be:

Bergen Catholic High School
1040 Oradell Avenue
Oradell, New Jersey 07649

Article II

Purpose

1. The Association is organized for the purpose of promoting among its members a continuing interest in and support of the educational program, mission and life of Bergen Catholic High School. Accordingly, the Association will
 - Keep alumni informed of the activities and programs of the School
 - Facilitate the mutual exchange of ideas between the Association and School
 - Promote a strong sense of community among those who have graduated from Bergen Catholic.
 - Assist the Bergen Catholic Development office with charitable activities and fund raising.

Article III

Membership

1. Active (voting) membership shall consist of
 - Holders of diplomas from Bergen Catholic High School School
2. Honorary membership shall consist of selected non-alumni from the following groups
 - Members of the faculty
 - Members of the Board of Trustees
 - Administrators

- Others who, by virtue of their assistance and support of the School and the Association, are elected to such membership by the Board of Governors.

Article IV

Board of Governors

1. The Alumni Association shall be governed by a Board of Governors which shall consist of a minimum of fourteen (14) alumni and no more than sixteen (16) . It is the intent of the Alumni Association through the governance structure to be as representative of the decades of Alumni as possible.
 - Nominations for the Board will organized as such:

Graduating Decade		Alumni Board
1959	1969	2
1970	1980	2
1981	1990	2
1991	2000	2
2001	2010	2
2011	2020	Eligible 2021
2021	2030	Eligible 2031
2031	2040	Eligible 2041

In addition, a slate of four (4) officers shall be nominated by the decade representatives and ratified by a vote of the membership. Officers must have graduated in an eligible decade to be considered for an officer position. The Board at its discretion may add additional members up to the sixteen (16) maximum from any graduating year if they deem the interest, support and enthusiasm of the candidate worthy. Under no circumstances should the board exceed the maximum of sixteen (16).

2. The Board of Governors will meet as needed but not less than two times each year.
3. The Board of Governors will establish annual goals in order to carry forth the work of the Association.
4. A quorum of the Board of Governors shall consist of 9 members.
5. Board of Governors shall serve for a two-year term.
 - Decade Representatives, if elected, may serve (2) consecutive, 2-year terms with a maximum.
 - Officers may serve, (2) consecutive, 2-year terms in any single officer position. The President may only serve one 2-year term, followed by a 2-year term served as President Emeritus . The President Emeritus retains the right to vote on Board matters.

Under no circumstance will any member of the Board member serve more than eight years consecutively.

Article V

Executive Staff

1. The Alumni Director for the school shall be appointed by the President of Bergen Catholic High School and shall be the Executive Secretary of the Association and shall serve, *ex officio*, as a member of the Board of Governors with voting privileges.
2. The President of Bergen Catholic High School shall appoint the Moderator for the Alumni Association. Preference for this position should go to any Christian Brother willing to serve in the role of Moderator. The Moderator will serve *ex officio* with a vote and check signing authority.

Article VI

Officers of the Association

1. The officers of the Association will be President, Vice President, Treasurer and Secretary.
2. The officers must be active (voting) members of the Board of Governors.
3. The controller of Bergen Catholic High School will coordinate all the bookkeeping and investments for the Alumni Association and produce periodic reports to the full Board related to the financial performance of the association.

Article VII

Elections

1. The alumni association will utilize the alumni web site, e-mail communications and the annual class chair letter signing event as tools to maintain a wide spectrum of participation from all eligible alumni in the election process.
2. It is the intent of this process to elevate the class chair responsibilities and assumes that class chairs are active and engaged alumni who fairly represent their graduating class. It is the responsibility of the alumni association and the Alumni Director employee of the school and the school administration to monitor this process.
3. The four officer positions will be nominated by the decade representatives and ratified by a majority vote of class chairs. Under no circumstance can an officer also hold a decade representative position on the board.
4. Class Chairmen from each graduating year will serve as the nominating group for potential candidates in the decade category they represent. Example: All class

chairs from 1970 to 1980 will be eligible to nominate a candidate to represent that decade on the Board. All nominations will be submitted in writing via e-mail or posting to the secure election web site by the nominator.

5. Nominees will be notified by the alumni office and must choose to accept or withdraw from consideration.
6. The nominating process will commence on September 1 of each election year, nominations will close on October 31 of that year.
7. Once the nominations are closed all class chairs for that decade will vote using the election website for any candidate nominated in their decade. Elections will run from November 1 until December 1 of that year.
8. Election results will be announced at the annual class chair signing ceremony. This meeting will also serve to resolve any conflicts or deficiencies in this process such as tie breakers or failure to nominate a representative from a decade.
9. The Election process will be organized and overseen by the Development office and office of alumni relations at Bergen Catholic High School.

Article VIII

Duties of Officers

1. The President will preside at all meetings of the Board of Governors and the Alumni Association.
2. The Vice President will preside in the absence of the President. He will also perform such duties as are delegated by the President in order to maintain a strong and effective Alumni Association.
3. The Executive Secretary will take minutes at all Board of Governors meetings and Association meetings. He or she will furnish copies of any minutes in a timely fashion to the Secretary for review.
4. The Treasurer will receive periodic reports from the school accounting office related to income, expenses and investments of the alumni association. Financial matters will be reported to the board and acted on solely by a majority vote of the board. The Board may designate certain operational spending limits to the Alumni Director of Bergen Catholic.

Article IX

Committees

1. There will be five standing committees of the Board of Governors. Non-board members may serve on these committees.
 - **Alumni Fund Committee:** This committee will be responsible for the organization of the Bergen Catholic alumni so as to obtain annual

contributions to the Annual Fund and also to assist Bergen Catholic in such other campaigns for funds as may be necessary from time to time. This committee could include Alumni Networking and career development as well lecture series to broadcast the capabilities of Bergen catholic Alumni. The purpose is to re-engage alumni on a needs level and to create a foundation for future support.

- **Student Recruitment Committee:** This committee will prepare designated alumni to be able to explain to prospective students and families the benefits of a Bergen Catholic education. The committee will provide such assistance as will be requested by the Bergen Catholic Director of Student Recruitment.
- **Communication Committee:** This committee will assist the Executive Secretary in planning and reviewing alumni publications throughout the year, as well as communicating the good news at Bergen Catholic to the print and broadcast media so as to ensure a continuous flow of news and information about the activities of Bergen Catholic High School. Any communication must be coordinated with and cleared through the President of Bergen Catholic High School or his designee.
- **Records and Recognition Committee:** This committee will assist the Executive Secretary in maintaining accurate and up-to-date records of all alumni and in obtaining information regarding the ongoing achievements of alumni. The committee will recommend annually outstanding alumni to the Board of Governors to receive awards of distinction for service to their Church, to Bergen Catholic High School, to their profession, or to the wider community. These recognitions should include the Hall of Fame, Annual Gala honorees, Golf outing honorees or any other special event recognitions.

The Board of Governors will, in turn, recommend the outstanding alumni to the President of Bergen Catholic and the Board of Trustees. The Records and Recognition Committee will keep a record of outstanding alumni and will seek the advice and suggestions from members of the Association regarding alumni who should be recognized for their service and accomplishments. An annual solicitation of recognition will be conducted at the Class Chair signing ceremony. The Records and Recognition committee should also utilize the class chair gatherings and electronic media such as e-mail and the web site to solicit recommendations and communicate results.

- **Reunion Committee:** This committee will work with reunion classes to coordinate reunion activities and to plan general activities for all alumni. In addition this committee will recommend to the board of governors a policy on reunions to promote as much consistency and uniformity in these events as possible.
2. Additional ad hoc committees shall be established by the President as needed. These could include Young Alumni, Career Development, Lifelong Learning, Healthy Living, Service & Spirituality, and others.

Article X

Meetings

1. The Alumni Association shall meet annually or at the request of a majority of the Board of Governors. At special meetings, only those items specified in the call for the meeting shall be transacted.

Article X Amendment of

By-Laws

1. The By-Laws may be amended by the affirmative vote of two-thirds of the members present at any annual Class Chair signing meeting, a special meeting of the class chairs or via electronic voting utilizing the alumni web site, e-mail communications and electronic on line voting.

Revised 10/1/16