

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 “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 (the “School”). Accordingly, the Association will, among other things:
 - Keep alumni of the School informed with respect to the School’s activities and programs;
 - Facilitate the mutual exchange of ideas between the Association and the School;
 - Promote a strong sense of community among those who have graduated from the School; and
 - Assist the Bergen Catholic Development Office with all charitable activities and fundraising.

No substantial part of the activities of the organization includes carrying on propaganda or otherwise attempting to influence legislation, and the organization does not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Article III

Membership

1. Active (voting) membership shall consist of holders of diplomas from Bergen Catholic High School.

0. Honorary membership shall consist of selected non-alumni from the following groups:

- Members of the faculty;
- Members of the Board of Trustees;
- Administrators; and
- 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 comprised of Decade Representatives and Officers as set forth herein. 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 Decade Representatives will be organized as follows:

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

0. 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.

0. The Board at its discretion may add additional members from any graduating year if they deem the interest, support and enthusiasm of a given candidate worthy.

4. The Board of Governors will meet as needed but not less than two times each year.
5. The Board of Governors will establish annual goals in order to carry forth the work of the Association.
6. A quorum of the Board of Governors shall consist of nine (9) members.
7. Board of Governors shall serve for a two-year term.
 - Decade Representatives, if elected, may serve two (2) consecutive, 2-year terms.
 - Officers may serve two (2) consecutive, 2-year terms in any single officer position, with the exception of the President, who may only serve one (1) 2-year term, followed by a 2-year term served as President Emeritus unless otherwise agreed upon by the then sitting Board.

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

Article V

Class Chairs

The Alumni Association shall strive to have active Class Chairs representing each of the graduating classes of Bergen Catholic. Class Chairs shall automatically be established on the fifth (5th) year after a given graduating class' graduation and shall be appointed by an ad hoc committee appointed by the then sitting President of the Board. It is understood that recipients of any scholarships should be considered for initial Class Chair position appointments.

Article VI

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.

Article VII

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 VIII

Elections

1. The Alumni Association will utilize the alumni website, 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 the process 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 vote of all Class Chairs. But under no circumstance can an officer also hold a Decade Representative position on the Board.
4. Class Chairs 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 website 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 and nominations will close on October 31 of each election 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 letter signing event. 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 IX

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 Controller of Bergen Catholic High School 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 X

Committees

1. Ad hoc committees shall be established by the President as needed. These could include Young Alumni, Career Development, Hall of Fame, Service & Spirituality, and others. Non-Board members may serve on these committees.
3. All Board members are required to sit on at least one committee.

Article XI

Meetings

1. The Alumni Association shall meet at least once 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 XII

Amendment of By-Laws

1. These By-Laws may be amended by the affirmative vote of two-thirds of the members present at any annual Class Chair letter signing event, a special meeting of the Class Chairs or the Alumni Association will utilize the alumni website, e-mail communications and electronic online voting.