

Tolton Catholic Alumni Organization  
Bylaws

Article I: Name

The name of this organization shall be Fr. Tolton Catholic High School Alumni Association (TCAA).

Article II: Purpose of the Association

1. To keep the members in contact with each other and their school
2. To provide members with social and professional networking opportunities
3. To promote interests of Fr. Tolton Catholic High School
4. To contribute to the ongoing spiritual growth of the alumni

Article III: Membership in the Association

1. All graduates, upon receipts of their diploma, are automatically granted membership in the Association.
2. Persons who have been associated with Fr. Tolton Catholic High School as faculty members and administrative members, and other persons who have rendered distinguished service to the school or Association, and whose interest and service would make their membership significant, maybe elected honorary members of the Association. Honorary membership be inducted to the Alumni Association upon recommendation of the President and/ or principal of the school or the President of the Alumni Association and a majority vote by the Board of the Association at any meeting. Honorary member should be entitled to all privileges of the membership except the right to hold office.
3. Association year shall run from June 1 through May 31.

Article IV: Constitution of the Board

1. The Board shall consist of:
  - a. Seven Officers of the Association as listed in Article IV
  - b. The immediate Past-President of the Alumni Association
  - c. Three additional At-Large alumni Board members.
  - d. The President and Principle of Tolton Catholic (ex officio; no voting rights)
  - e. The school's Director of Advancement (ex officio; no voting rights)
2. Board member status can be extended with the approval of the Board to any alumnus who has made exemplary contributions to the Fr. Tolton Catholic High School Alumni Association and/or whose skill set would prove a valuable asset to the Board. Interested individuals may also self-nominate, per Article VI, Section 1.
3. All reasonable efforts will be taken to maintain nearly equal representation of men and woman on the Board, and diverse representation by graduation year.

#### Article IV: Officers

1. The officers of this Association shall consist of:
  - a. President
  - b. Vice-President
  - c. Communications Chair
  - d. Secretary/Treasurer
  - e. Faith Liaison
  - f. Events Chair
  - g. Philanthropy Coordinator
2. Only alumni of Fr. Tolton Catholic High School may hold an officer position.
3. The Communication Chair shall be a member who has graduated from Fr. Tolton Catholic High School within 5 years of the date they take office. **[This section will take effect in Spring of 2024]**
4. The immediate past-President retains that title during the term of their succeeding President; they are then subject to the stipulations of Article VI, section 4.

#### Article VI: Election of the Board

1. Nominations will be actively solicited in the spring of each year. Individuals may self-nominate.
2. The slate of officers and at-large members will be considered by the current Board and vacancies will be filled based majority vote. If the number of interested nominees exceeds the number of available board vacancies, nominees may be asked to submit a one paragraph essay for consideration by the board.
3. Board member terms will be 2 years in duration and term expiration dates will be staggered to prevent an excessive amount of turnover in any given year. Members of the Board will be notified of their term expiration date upon election.
4. A Board member may only serve two consecutive terms. Individuals are then eligible for reelection after a three year hiatus. **[This section will take effect in Spring of 2024 to allow the new alumni organization to get more firmly established]**
5. Board members may decline to be reelected at the end of their turn.
6. New members and officers of the Board shall assume their duties on the first day of June each year.
7. Any of the following shall have the right to remove any Member of the Board, upon notice thereof to such member referencing this section:
  - a. The President or Principle of Tolton Catholic with a 2/3 majority vote of the Board during a special session, or;
  - b. The President of the Association, Communications Chair, or Vice President, upon agreement of the President/Principle of Tolton Catholic.

8. Should the Vice President elect not to step into the Presidential role or, should the Board decide that a vacant position is better filled by appointment of the Board, a special election can be called by majority vote of the Board.
  - a. Special elections are ideally to be held at an in person meeting, but may also be held via a conference call of the Board.
  - b. Special elections are overseen by the Vice President unless that position is vacant, in which case the President will oversee. If both positions are vacant, the next highest ranking member will oversee the special election.
  - c. For special elections of President and Vice President, candidates should be selected from current Board members.
  - d. Nominations for the special election of other positions can come from any of the Board members and can include current Board members or outside Alumni.
  - e. A nominee must receive the majority vote of the Board in order to be confirmed in a new position. If more than one candidate is running, and neither achieves majority, the TCHS Advancement Director casts the tie breaking vote.

#### Article VII: Officer Terms and Protocols

1. Officers shall serve for a term of two years.
2. An officer cannot be re-elected to the same position, but they may serve on the Board in another elected capacity, and/or on any of the Standing or Ad Hoc committees established by the Board, in compliance with the guidelines in Article VI, Section 4.  
**[This section will take effect in Spring of 2024 to allow the new alumni organization to get more firmly established]**
3. New officers shall assume their duties on the first day of June following the election.
4. In the event of a vacancy in the office of President, the Vice President shall assume the office for the balance of the unexpired term while the Vice President vacancy is filled as below.
5. The vacancy in any other office shall be filled for the balance of the unexpired term by appointment by the President of the Association with approval of the Board.
6. Any of the following shall have the right to remove any Officer of the Board, upon notice thereof to such member referencing this section:
  - a. The President or Principle of Tolton Catholic with a 2/3 majority vote of the Board during a special session, or;
  - b. The President of the Association, Communications Chair, or Vice President, upon agreement of the President/Principle of Tolton Catholic and one other active Board member.

#### Article VII: Duties of the Officers and Board

1. The President of the Association is responsible for the following:

- a. Coordinating board meetings and conducting general board business and voting processes, per the bylaws
  - b. Overseeing the annual (spring) call for nominations for any board vacancies
  - c. Representing the alumni community at Tolton Catholic events, upon request of the school administration
2. The Vice-President is responsible for the following:
  - a. Coordinating annual class gift for Baccalaureate
  - b. Fulfilling the duties of the President when he or she is unavailable
  - c. Coordinating with the Events Chair for the execution of all alumni events
3. The Communications Chair is responsible for arranging all external communication for the Board including:
  - a. Maintaining a social media presence by managing all accounts (Instagram, Twitter, and Facebook pages)
  - b. Drafting and distributing marketing materials for alumni events
  - c. Overseeing alumni outreach, working collaboratively with the Advancement Office
  - d. Collecting feedback from Tolton alumni
4. The Secretary/Treasurer is responsible for the following:
  - a. Maintaining an awareness of available Alumni Association funds
  - b. Creating an Alumni Association budget in coordination with the other board members and ensuring the Association adhere to that budget
  - c. Tracking Alumni Association spending and coordinating with Father Tolton High School representatives and the Event Chair about event costs
  - d. Coordinating Alumni Association fundraising in coordination with the Communication Chair
  - e. Recording meeting minutes, sending the record to all Board members and making them available to all alumni (via the Tolton Catholic website by coordinating with the Tolton Catholic representatives)
5. The Faith Liaison is responsible for the following:
  - a. Coordinating with local parishes for alumni outreach
  - b. Organizing any faith based alumni events in collaboration with the Events Chair
  - c. Ensuring that faith remains a significant part of the Alumni Association's mission
6. The Event Chair is responsible for the following:
  - a. Organizing and executing all alumni events
  - b. Coordinating with vendors, Tolton faculty, etc.
  - c. Leading any necessary committees created for the purpose of organizing alumni events and delegating responsibilities within any created committees
7. The Philanthropy Coordinator is responsible for the following:
  - a. Overseeing the coordination of alumni (or joint alumni/student) service projects

- b. Assisting the school Advancement Staff in executing and promoting the annual fund drive or other alumni-specific fundraising efforts as deemed appropriate by the alumni board
8. The immediate Past-President of the Association is responsible for the following:
  - a. Appearing at any necessary events as a representative
  - b. Holding a voting position on the Board
  - c. Passing on the mantle of President in terms of training the next President and ensuring that the successor is prepared for the role
9. The three at-large Board members of the Association have voting rights and are intended to represent the voices of all Tolton Catholic alumni. At-large members are encouraged to research topics, informally poll the opinions of their peer alumni, and engage in active dialogue with the board officers to cast representative votes. The Board may appoint at-large members as chairpersons for Standing or Ad Hoc committees and shall improve the objectives of said committees.
10. The Tolton Catholic President, Principal and Advancement Director are ex officio members of the board and have no voting rights; these individuals support the various activities of the Alumni organization in any capacity necessary.

#### Article IX: Class Representatives

1. A network of class representatives will be enlisted, as needed, to serve as contact people between Fr. Tolton Catholic High School's Alumni Association Board and respective graduating classes.
2. Any willing alumnus may serve as a class representative for his or her particular graduating class.
3. The class representatives are called upon particularly to assist with the promotion of class reunions and to encourage their classmates to participate in the annual appeal or other fundraising and social events.
4. Class representatives are encouraged, but not required to attend Alumni Association Board meetings; if attending meetings, they do not have voting rights.

#### Article X: Meetings

1. The Board shall meet at least four times a year, if not more frequently, as determined by the Board. The dates, places, and times of such meeting shall be published to the entire Association. Highlights of the meetings shall be communicated to the membership.
2. There should be a minimum of one gathering of the general membership each year.
3. Special meetings of the Board may be called at any time by order of the Association President, School President/Principle, or by written request from three of the members of the Board, specifying the purpose of said meeting. Highlights of the meeting shall be communicated to the membership.

Article XI: The Standing and Ad Hoc Committees

1. Each year the Board to establish, review, disband or reorganize such Standing or Ad Hoc committees as are determined necessary for the smooth operations of the Association.
2. Each committee must have Association representation of at least one Board member.

Article XII: By-Laws and Amendments

1. This Constitution and By-Laws may be amended by a majority vote of the Board.
2. Such amendments to the Constitution and By-Laws shall be communicated to the entire Association on a timely basis.
3. Amendments take effect by majority vote of the Board.

Article XIII: Rules of Order

1. In respect to all questions of construction of this Constitution and By-Laws, the decisions of the majority of the Board participating in any stated meeting shall govern.

